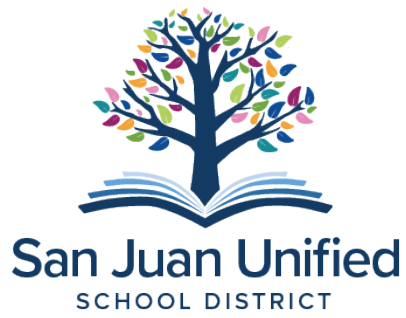




2026 - 27

FAMILY HANDBOOK





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INTRODUCTION

How to Use this Handbook

As a Guide to District Resources

In San Juan Unified, we are proud to offer a wide variety of programs, specialized classes and student services delivered by high quality, caring staff. This handbook provides a preview of many of these programs and we welcome you to visit our campuses and offices to learn more about any of the programs you read about here.

As a Reference of Rights and Responsibilities

In order to continue to grow as a strong school community, it is important our families and students are aware of their rights and responsibilities within San Juan Unified, as well as our district's responsibility as a partner in your student's educational experience.

As an Overview of Campus Rules

Our rules and regulations have been established to protect the rights of all students and promote a safe learning environment. Students must be free to learn and teachers must be free to teach. Campuses may have additional guidelines for student dress and conduct. We thank you for working with us to ensure student and campus safety.

Understanding legal codes in this handbook

Many of the rights and responsibilities referenced in this handbook are based on legal mandates through the state and federal governments. While we have made an effort to explain these items in common terms, many of them are based on legal language contained in a variety of policy sources. The sources are referenced in parenthesis at the end of each relevant section.

For your reference, here are the codes you will see in this handbook, along with the acronym that will be listed. Access to the source California or United States policies are available online by searching by the full source name and section number. San Juan Unified board policies and administrative regulations are available at www.sanjuan.edu/boardpolicies.

- Americans with Disabilities Act (ADA)
- California Education Code (EC)
- California Health and Safety Code (HSC)
- California Penal Code (PC)
- California Vehicle Code (VC)
- California Code of Regulations (CCR)
- Family Educational Rights and Privacy Act (FERPA)
- San Juan Unified Board Policies (BP)
- San Juan Unified Administrative Regulations (AR)
- United States Code (USC)

Message from the Superintendent

Dear San Juan Unified families,

Welcome to the 2026-27 school year! It is an honor to begin another year of learning and growth alongside our students, families and staff. Across San Juan Unified, we remain committed to creating welcoming, supportive schools where every student is seen, heard and valued.

This handbook is designed to be a helpful resource for your family, with important information about our programs, services and policies. Whether you are new to our district or continuing your journey with us, we hope this guide helps you feel informed, connected and confident as you navigate the year ahead.

Strong partnerships between schools and families are at the heart of student success. We encourage you to engage, ask questions and take advantage of the many opportunities to connect with your child's school.

Thank you for being an important part of the San Juan Unified community. We look forward to a year of learning, connection and achievement together.

In community,



Melissa Bassanelli
Superintendent



Board of Education

Tanya Kravchuk, President

Manuel Perez, Vice President

Nick Bloise, Clerk

Zima Creason, Member

Abid Stanekzai, Member

Pam Costa, Member

Ben Avey, Member

Superintendent and Cabinet

Melissa Bassanelli, Superintendent of Schools

Timothy C. Dale, Ed.D., Deputy Superintendent, Schools and Student Support

Fhanysha Clark Gaddis, J.D., MPP, General Counsel

Trent Allen, APR, Chief of Staff

Frank Camarda, Chief Operations Officer

Joel Ryan, Chief Financial Officer

Daniel Thigpen, Chief of Human Resources

F.J “Harvey” Oaxaca, Ed.D., Assistant Superintendent, Educational Services

Kristan Schnepf, Assistant Superintendent, Secondary Schools and Programs

Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education and Programs

Cloris M. Henry, Ed.D., Senior Director, Human Resources

Peter Skibitzki, Senior Director, Technology Services



ANNUAL INFORMATION UPDATE

Get back-to-school ready by completing the Annual Student Information Update. Visit www.sanjuan.edu/parentportal to log in to Parent Portal and complete back-to-school essentials:

1. Update your student's emergency contact information
2. Complete the School Funding Form
3. Review and acknowledge receipt of your rights and responsibilities within this year's family handbook
4. Review your student's demographic information

Be Ready for an Emergency

All students are required to have updated emergency information on file each year. You can update your student's emergency information for the 2026-27 school year online. Visit www.sanjuan.edu/emergencycard for the latest information on how to complete your student's emergency card online.

Do I need to complete multiple copies of the form for my student?

No. Parents/guardians need only complete the online form available in the Parent Portal.

If you have multiple students, the online process through Parent Portal will allow you to update information for each at one time.

Updating parent/guardian contact information

It is important that we also have up-to-date contact information on file for each student's parent or guardian. This information can be updated at ANY TIME of the year by logging into the Parent Portal or notifying your school office.



Make Sure Your Student Gets the Resources They Need

Help make sure your school, and your student, get the resources they need! A portion of every school's funding and other resources are determined by the needs of its students. To help demonstrate that need, all families in San Juan Unified are asked to complete a School Funding Form between July 7 and Oct. 7, 2026, per household.

By completing this form as soon as possible, you will help our schools reach the goal of getting funds to support our students' academic achievement, creating equitable learning environments, and building partnerships to develop leadership at all levels.

Additionally, income-eligible students may receive:

- free/reduced cost transportation services
- priority enrollment into intervention and summer programs
- discount on home internet fees
- discounts on college exams and college application fees

For more information on which form is required for each school site, visit www.sanjuan.edu/schoolfunding.

Know Your Rights and Responsibilities

Within this handbook are legally required notices of your rights and responsibilities. As part of the annual information update in Portal, you are required to review and acknowledge receipt of this year's family handbook containing district resources and information regarding your rights and responsibilities.

Have questions or need assistance?

Contact your school office if you have questions about the annual information update or need help logging in to Parent Portal. Logging in is safe and secure, and information provided is kept confidential.

HIGH SCHOOL GRADUATION REQUIREMENTS

San Juan Unified graduates will be prepared for life after high school. Our graduation requirements support the expectation of rigor and provide opportunities for students to be ready for college and a global, technology-driven workforce.

Subject	Number of Required Credits	Additional Requirements
English	40	Must include English 1-4 or the equivalent(s).
Social Science	35	Must include 10 world history credits, 10 US history credits, 5 American government credits, 5 economics credits and 5 social studies elective credits.
Math	30	A minimum of 10 credits must be IM2 level or higher.
Science	30	Must include at least 20 credits of lab science, including 10 physical science credits and 10 life science credits.
World Language	20 or level 2 competency	Must be 20 credits of the same world language to meet A-G.
PE and Health	25	Must be 20 physical education credits and 5 health credits.
VAPA (art) or CTE	10	Must be 10 credits of the same VAPA to meet A-G

Total Credit Requirement

Traditional Schedule – 220 Credits

Block Schedule – 280 Credits

More Information

A-G consideration courses must be passed with at least a C- grade. For more information about requirements, college A-G requirements and sample course plans, please visit our website at www.sanjuan.edu/collegecareerready.

GETTING INVOLVED AT THE DISTRICT AND YOUR SCHOOL

Do you want to get involved in your school or our district? We have a variety of ways for parents and guardians to contribute at our schools.

School Level Engagement

We encourage parents and guardians to talk with your school principal about the following opportunities to get involved at your child's school:

- School Site Council
- English Learner Advisory Committee
- Parent advisory committee
- PTA/PTO/Boosters
- Volunteering

District Level Engagement

San Juan Unified is a large school district serving a diverse community and individual learner needs. A variety of committees are convened each year to help review and advise both staff and the Board of Education on critical issues. Learn more at www.sanjuan.edu/committees.

- Superintendent's Parent Advisory Committee
- Citizens' Bond Oversight Committee for Facilities Construction
- Special Education Community Advisory Committee
- Career and Technical Education Advisory Board
- Advanced and Accelerated Programs Committee
- District English Learner Advisory Committee (DELAC)
- Curriculum, Standards, Instructional and Student Services Committee (C&S)
- Facilities Committee
- Local Control and Accountability Plan Parent Advisory Committee
- Head Start Policy Council (PC)/California State Preschool (PAC)
- Whole School, Whole Community, Whole Child Council (WSCC)
- English Learner Advisory Committee (ELAC)



WHAT TO EXPECT DURING A SCHOOL EMERGENCY

During an emergency or safety situation, school staff may initiate any one or more of the three safety actions: Evacuation, Lockdown or Shelter-in-Place. Often, the determination is made in coordination with law enforcement officials based on the risk or threat level presented to the safety of those on campus.

- School staff members' first priority is to protect the safety of students, other staff and guests on campus. Immediate actions will be taken to make sure everyone is as safe as possible.
- Parents and guardians will be alerted to the situation by school or district staff using our mass notification system after immediate safety needs are addressed and it is safe to do so. If a precautionary evacuation, shelter-in-place or lockdown is less than 15 minutes in duration a message may be sent at the end of the school day rather than disrupting parents and guardians during the day.
- Do not respond to your student's school during an emergency unless directed to do so by the school or district leadership.
- During a 'lockdown' no one is allowed to enter or leave a school campus. This is done to reduce confusion and ensure the safety of our students. Attempting to enter a school site during an emergency situation puts both you and others at risk of harm and may interfere with the actions of any responding services such as the Fire Department, Law Enforcement or Emergency Medical Services. The need to restrict visitor entry or exit during a 'shelter-in-place' will be imposed based on the circumstances of the event.
- During a safety incident, students are asked to keep cell phones darkened and quiet. Do not assume anything if your child does not respond to your calls or text messages. If you are in communication with your student during a critical situation, please remind them to avoid use of their devices if it puts them, and their classmates, at greater risk.
- If school is canceled or your student is required to be picked up, a summary message will be sent and posted to the website after a situation is resolved.
- Communications sent to you via the notification system and posted to the district and school websites will alert you to how, when and where you may pick up your student.

What is a Lockdown? (highest level of safety response)

Used when there is an immediate or imminent threat of physical harm or danger occurring on campus or directly adjacent, such as when there is a potentially dangerous stranger with or without a weapon on campus, violent criminal activity or a dangerous incident near the immediate perimeter of the school.

During a lockdown, students and adults are brought inside classrooms and other designated safe areas. Doors and windows are closed and locked immediately; curtains or other window coverings are pulled closed; all lights may be turned off. Students, staff and visitors are directed to remain silent (this includes no talking or cell phone use). In some situations, students and staff may be directed to take additional safety actions.



What is Shelter-in-Place? (elevated safety response)

Used when there is a general safety concern near or on the campus, such as police activity in the neighborhood; reports of a potentially dangerous situation near the campus; severe weather, etc. Staff and students are moved indoors. Doors and windows are closed and locked, curtains or other window coverings may be pulled closed. Outdoor activities are suspended and campus movement is limited, except with an authorized safety escort. Indoor class instruction and other indoor activities will continue as normal.

About Evacuations

An evacuation may be directed anytime it is necessary to escape a dangerous or unsafe environment. Evacuations may be limited to small groups or classrooms or involve the entire campus. Examples of when an evacuation may occur include fires, areas of heavy smoke, gas leaks, downed power lines or other dangerous or unsafe conditions. In most incidents, students will be evacuated to a safe onsite location. In the event the onsite evacuation area is unsafe the students may be directed to a safe secondary offsite location.

For more safety information, visit www.sanjuan.edu/safety.



STAY CONNECTED WITH SAN JUAN UNIFIED

Website: www.sanjuan.edu

Mass Notification System:

San Juan Unified schools use the notification system to keep parents informed about school news through voice calls, SMS text and email messages and push notifications. Parents have the option to set delivery preferences and view messages.

Did you miss a message? Too fast to delete? No worries, visit www.sanjuan.edu/notify and log in with your Q Parent Portal credentials to view or hear all of the messages you have received.

Inbox too crowded to see the messages that matter? Have your school and district messages delivered directly to an email address just for them through the directions above.

Watch a tutorial on how to do this at www.sanjuan.edu/mynotifications.

Two-Way Messaging System:

Many San Juan Unified schools and teachers now use TalkingPoints, a two-way messaging system, to stay in touch with parents/guardians.

TalkingPoints is an easy and safe way for families to communicate in their home languages with their children's teachers for free.

Families have three easy ways to use TalkingPoints to communicate with their children's teachers. They can:

- Use text messaging directly to the phone number that is registered in our student information system
- Download the mobile app - TalkingPoints for Families
- Or use it on the web at TalkingPoints for Families

Families can communicate with teachers in more than 140 languages and will receive messages in the language they have listed as their correspondence language. Families can reply in any language and the message will be translated into English for the school. Learn more at www.sanjuan.edu/talkingpoints.

Mobile App:

Get school news and calendar updates along with your students' attendance notifications and grades in one convenient location.

Search "San Juan Unified" in your app store today!

Social Media:

Search for San Juan Unified (@sanjuanunified) on the following social media channels to keep up with the latest news and highlights from our schools. Many schools also have a presence on social media. You can find links to your school's social media channels by visiting their school website.





SCHOOL PROGRAMS AND CHOICES

Early Childhood Education

Our Early Childhood Education department offers a variety of programs to meet the needs of families and children on a variety of campuses.

Toddler Program - Five centers (two 10-month programs and three year-round programs) and year-round home-based services

- Provides child development and education services to toddlers (up to 3 years of age) that include healthy growth and development for children and their families
- Promotes school readiness and family engagement IB
- Comprehensive health and mental health screening and services
- Home-based program serves pregnant women and families with infants and toddlers under the age of 3

Preschool Programs - Serves 640 children in 34 classes, 1 fee-based classroom and 33 Head Start and State Preschool classrooms

- Educates children ages 2.9 to 5 to think creatively, communicate effectively and problem solve collaboratively as 21st century learners
- Includes school readiness education, family engagement and parent education
- Comprehensive health and mental health screening and services

For registration information, call (916) 979-8760, visit www.sanjuan.edu/preschool or visit the office at 5309 Kenneth Ave. in Carmichael.

Elementary School Choices

All San Juan Unified schools offer the same excellent curriculum for core subjects (English, history, math and science), require students to follow our behavior standards and welcome family involvement.

Beyond these similarities, each school has developed special programs and teaching strategies to meet the needs of their unique communities of students. Families may enroll their students in any school where there is space available. The best time to apply is during open enrollment which is Dec. 7, 2026 through Jan. 15, 2027.

Some of the special programs offered in elementary schools are listed in this section.

Elementary Open Enrollment Schools

The following schools do not have neighborhood attendance boundaries and all placements are through the annual open enrollment lottery or by intradistrict transfer based on space availability in the requested grade.

- Cambridge Heights Elementary School
- Green Oaks Fundamental Elementary School
- Harry Dewey Fundamental Elementary School
- James Cowan Fundamental Elementary School
- Mission Avenue Open Elementary School
- Orangevale Open K-8 School

Each school has a unique focus. Families are encouraged to research the programs through individual school websites and visit the school prior to open enrollment.

Grade Level Groupings

Most elementary schools serve students through fifth grade, however, there are some TK-6 and TK-8 environments.

TK-5 Campuses

Albert Schweitzer Elementary School, Arlington Heights Elementary School, Cambridge Heights Elementary School, Cameron Ranch Elementary School, Carmichael Elementary School, Carriage Drive Elementary School, Charles Peck Elementary School, Cottage Elementary School, Coyle Avenue Elementary School, Dyer-Kelly Elementary School, Grand Oaks Elementary School, Green Oaks Fundamental Elementary School, Greer Elementary School, Howe Avenue Elementary School, Mariemont Elementary School, Mariposa Avenue Elementary School, Oakview Community Elementary School, Ottomon Elementary School, Pasadena Avenue Elementary School, Skycrest Elementary School, Thomas Kelly Elementary School, Trajan Elementary School and Whitney Avenue Elementary School.

Students may choose sixth grade at nearby TK-6 and TK-8 schools or at a middle school setting through open enrollment.

TK-6 Campuses

Del Dayo Elementary School, Del Paso Manor Elementary School, Earl LeGette Elementary School, Harry Dewey Fundamental Elementary School, James Cowan Fundamental Elementary School, Mary Deterding Elementary School, Mission Avenue Open Elementary School, Northridge Elementary School, Pershing Elementary School and Twin Lakes Elementary School.



TK-8 Campuses

Gold River Discovery Center, Kingswood K-8 School, Lichen K-8 School, Orangevale Open K-8 School, Sierra Oaks K-8 School, Starr King K-8 School, Thomas Edison Language Institute and Woodside K-8 School.

Special Elementary Programs

Transitional Kindergarten

Transitional kindergarten is designed for students who will turn 4 before Sept. 2. All Elementary and TK-8 schools offer TK classes. Programs may be collapsed or combined due to student enrollment.

Spanish/English Dual Language Immersion

This program is available at Thomas Edison Language Institute, offering a unique education model that allows students to become fluent in two languages (Spanish and English). Instruction is provided by highly trained bilingual teachers who utilize standards-based content in both languages. Students use academic knowledge and skills in real world situations and diverse settings to develop positive self-esteem, confidence and respect for themselves and others. The program offers English speaking students an opportunity to learn Spanish and it offers native Spanish speakers a chance to acquire English while maintaining their home language. Students with a native language other than English or Spanish can also benefit from the program. For more information visit www.sanjuan.edu/teli.

Montessori

Our Montessori program is available at Cottage Elementary School and offers students a broad academic education in the context of a carefully planned, stimulating community and environment. The goal of Montessori education is to prepare children for a lifetime of creative thinking and learning. Our Montessori teachers are highly trained having both California state teaching credentials and Montessori teaching certificates. For more information visit www.sanjuan.edu/cottage.

International Baccalaureate

Thomas Kelly Elementary School is an International Baccalaureate (IB) Primary Years Program (PYP) School. All students enrolled in the school strive to be open-minded inquirers and thinkers utilizing 21st century skills. The program encourages international mindedness, a positive learning attitude, lifelong learning, learning beyond traditional methods and emphasizes the development of the whole student - physically, intellectually, emotionally and ethically. For more information visit www.sanjuan.edu/kelly.

Artful Learning

The Leonard Bernstein Center's Artful Learning model is available for all students at Ottomon Elementary School. This model emphasizes using the visual and performing arts to explore all academic subjects, provoke critical thinking and foster a love of learning. Teachers design units of study around a concept or central theme, a significant question that guides student inquiry, and a masterwork - a piece of art, sculpture, poem, song or other masterpiece that is revisited throughout the unit. In addition to experiencing the curriculum through the arts on a daily basis, students have the opportunity to participate in music, visual art, dance and body movement classes. Ottomon is the only school in the Sacramento region offering the Artful Learning model. Learn more at www.sanjuan.edu/ottomon.

Rapid Learner

Our district offers a specialized Rapid Learner program which is available at Del Paso Manor, Mary Deterding and Pershing Elementary schools. Additional information is available on the website at www.sanjuan.edu/rapidlearner.

Middle School Choices

All San Juan Unified schools offer excellent curriculum for core subjects (English, history, math and science) and require students to follow the same behavior standards. In addition, all schools welcome family involvement. Each middle school has developed special programs and teaching strategies to meet the needs of their students. More information is available in the School Accountability Report Cards at www.sanjuan.edu/sarc (EC section 35256).

Grade Level Groupings

District middle schools offer the following grade level grouping options:

6-8 Campuses

Andrew Carnegie Middle School, Arcade Middle School, Arden Middle School, John Barrett Middle School, Katherine Johnson Middle School, Louis Pasteur Fundamental Middle School, Sylvan Middle School, Will Rogers Middle School and Winston Churchill Middle School.

TK-8 Campuses

Gold River Discovery Center, Kingswood K-8 School, Lichen K-8 School, Orangevale Open K-8 School, Sierra Oaks K-8 School, Starr King K-8 School, Thomas Edison Language Institute and Woodside K-8 School.



Middle School Honors

Science, social studies, and English honors courses are available at all middle schools except Churchill. Students who have demonstrated high achievement, interest, and/or potential in one or more academic areas may be ready to take honors science, social studies, and/or English. Enrollment in honors classes takes place in the spring during the course selection process. At that time, school staff members assist students in choosing the honors classes that best meet their academic needs.

International Baccalaureate

The IB Middle Years Program at Winston Churchill Middle School consists of two programs: the IB MYP-Diplomat and Ambassador. The Ambassador program is a non-honors program that integrates elements of the International Baccalaureate philosophy into the curriculum. The IB MYP-Diplomat is the same rigorous, advanced program that Churchill has offered for many years based on criteria, which can be found at www.sanjuan.edu/ib.

The IB MYP-Diplomat placement process begins in the fall to qualify students for the following year. Please check the district website for further details. Students accepted into the IB MYP-Diplomat do not need to participate in the open enrollment process. The IB MYP-Diplomat, which begins in sixth grade and ends in 10th grade, will prepare students for a smooth transition to the 11th and 12th grade IB program at Mira Loma High School. Additional information can be found at www.sanjuan.edu/ib.

Career Technical Education

CTE involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to post-secondary education and careers. CTE programs are located at each of our nine high schools and also at the Alternative Learning Center (Meraki High School). The goal of CTE is, upon graduation from high school, for completers of CTE pathways to hold an industry recognized certificate upon which to gain employment in one of the region's job sectors. To see a full list of courses that are A-G approved visit www.sanjuan.edu/collegecareerready.

In collaboration with the Sacramento region's job outlook survey, colleges and business industry, San Juan Unified has determined the sectors and careers that will best serve the students, industry and the community. Academies incorporate integrated academic and career technical education, business partnerships, mentoring and internships. There are four California Partnership Academies in San Juan Unified: Mesa Verde's Business Academy, Casa Roble's Health Science Academy, El Camino's Eagle Polytechnic Institute, and Del Campo's Construction Academy. For more information visit www.sanjuan.edu/cte.

AVID

Our schools are full of students who possess a desire to go to college and the willingness to work hard, but many of them may not have the opportunity to be college-ready. AVID teachers and schools help these students succeed on a path to college and career success.

For one period a day, AVID students receive the additional academic, social, and emotional support that will help them succeed in their school's most rigorous courses. During the AVID elective, students learn organizational and study skills, work on critical thinking and asking probing questions, get academic help from peers and college tutors, and participate in enrichment and motivational activities. A site coordinator/teacher supports colleagues in implementing AVID methodologies school wide, places students in rigorous college preparatory curriculum, and collaborates with counselors to guide students through the college application process.

AVID strategies are implemented in the following schools - TK-8s: Kingswood, Lichen, Thomas Edison and Woodside. Middle Schools: Arden, Barrett, Carnegie, Churchill, Pasteur, Sylvan and Will Rogers. High Schools: Bella Vista, Casa Roble, Del Campo, El Camino, Encina, Mesa Verde, Rio Americano and San Juan. High Schools admit students in the AVID program following an application open in the spring. For more information visit www.sanjuan.edu/AVID or call (916) 971-7163. A full list of AVID coordinators can be found on the website.

Alternative Programs

San Juan Unified offers a variety of alternative schools and programs to assist students in completing their education.

TK-8 Homeschool

The optional home school program helps meet students' individual needs and offers support to families who choose to educate their children at home. The parent/guardian will partner with a credentialed Advisory Teacher to create a customized educational plan for their student that will meet the California State Standards.

Parents are invited to call the Home School office at (916) 979-7017 to request additional information or enroll.

Meraki High School

This program offers personalized, passion-based hands-on learning leading to college and career readiness. At Meraki, students are paired with an advisor who guides them through the learning process with projects and activities rather than direct instruction. For more information, visit www.sanjuan.edu/Meraki.



La Entrada Continuation High School

La Entrada offers an alternative learning environment for students, 16 years or older, seeking other options to reach their goal of graduation. Students work at their own pace, in a blended learning environment with the support of teachers and instructional assistants. Students enrolled at La Entrada will benefit from:

- 24/7 access to the Apex digital curriculum
- Individualized one-one-one instruction
- Small group instruction
- Opportunity to get back on track
- Self-paced learning

Students attend five days a week in either the morning or afternoon session. La Entrada graduates earn a diploma equivalent to any other issued in the State of California.

For more information call (916) 979-8003.

El Sereno Independent Study High School (grades 9-12)

El Sereno Independent Study High School is an excellent alternative for self-motivated students. Students work at their own pace with flexible scheduling and one-on-one support from qualified teachers. For more information call (916) 971- 5060.

Choices Charter School (grades 6-12)

(916) 979-8378

ENROLLMENT INFORMATION

Enrollment Options

You can find information about each school in our district on each school website, on their School Accountability Report Cards or at San Juan Central, our enrollment center located at 3700 Garfield Ave. in Carmichael. For more information, you can call (916) 726-5826, email enrollment@sanjuan.edu or visit www.sanjuan.edu/enrollment.

Enrolling

To provide San Juan Unified families with an efficient process, all enrollments are processed at our centralized enrollment center, San Juan Central through an online application. Families do not need to come to the enrollment center with this process, but it is there if support is needed. The enrollment center is also a one-stop resource for families seeking resources and information. Families may get support with intradistrict or interdistrict transfers, have questions answered, and utilize our on-site immunization clinic if they do not have health insurance.

Families may begin the enrollment process by going to www.sanjuan.edu/enrollment. Families may enroll online or go to the San Juan Central enrollment center to complete the online process with support.

For Early Childhood Education (ECE), families can pick up enrollment paperwork at the ECE office located at 5309 Kenneth Ave., Carmichael, or print it from our website at www.sanjuan.edu/ece. Walk-ins are welcome at the ECE office. For more information on early childhood education (ECE) or preschool enrollment, call (916) 979-8760.

Enrollment Requirements

State law requires parents or guardians to send their children to school unless otherwise provided by law. The following documentation will be required for enrollment:

TWO PROOFS OF RESIDENCE in San Juan Unified School District:

- CURRENT mortgage/property tax bill or rental/lease agreement AND A
- CURRENT utility bill (SMUD, PG&E or WATER) with correct name and address
- Shared Residency Affidavit, if applicable
- In addition:
- Proof of Age: To prove age, Education Code section 48002 permits school districts to accept the following:
 - Certified copy of birth record
 - Statement by the local registrar or county recorder certifying the date of birth
 - Baptism certificate
 - Passport
 - When none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian, or any other appropriate means of proving the child's age
- Immunization records for each child that will be enrolled – please see the grade level immunization requirements in the health services section of this handbook (EC section 48200)
- Report cards or transcripts for grades 6-12
- IEP if student has special education needs

Foster youth or families who lack permanent, adequate or stable housing may not have all the necessary documents listed above. Let our staff at San Juan Central know about your situation and we can assist with immediate enrollment. Our Families in Transition or Foster Youth programs may also be able to help. Call (916) 979-8877 for more information.

Children must turn five years of age on or before Sept. 1, 2026 to enroll in kindergarten for the 2026-27 year and must turn four on or before Sept. 1, 2026 to enroll in TK. Since good health is crucial to a child's success in school, we also recommend that each entering student have a physical and dental examination. Please see the health support services section of this handbook.



Open Enrollment

San Juan Unified families have the opportunity to enroll students in any of our district's schools, if space is available in the appropriate program and the family is willing to provide transportation.

To enroll a student in a school other than their resident school, all residents of San Juan Unified must participate in the annual open enrollment lottery. Parents may submit applications for the school of their choice for the open enrollment lottery for the 2027-28 school year between Monday, Dec. 7, 2026 at 8 a.m. and Friday, Jan. 15, 2027 at 5 p.m. Open enrollment applications will be available on our website and support with the open enrollment process can be found at San Juan Central and Greer Elementary School. Families may submit an open enrollment application form online at www.sanjuan.edu/openenrollment.

Many schools schedule visitations before open enrollment. It is important to note that students who are admitted under open enrollment may remain at the new school without reapplying each year but relinquish their resident enrollment status at their neighborhood school.

Students who change their resident school through open enrollment may return to their neighborhood school through a transfer process if space is available. San Juan Unified has established priorities for student placement through open enrollment. Once priority placements have been made, if the number of applicants exceeds the space available, the student is placed on a waiting list by grade and school site. All waitlists expire on Dec. 31 prior to the close of the following school year's open enrollment lottery.

Families will be notified about the results of their open enrollment application by email. Students who are not placed through the open enrollment process will be placed on a waitlist. If space becomes available at the requested school, students will be placed from the waitlist. Equal consideration will be given to all applications submitted (applications are not approved on a first-come, first-served basis).

Resident students who are not currently enrolled in a San Juan Unified school may submit an open enrollment application to the school of their choice during the open enrollment lottery window. If your student is placed at the requested school through the lottery process, you will have a deadline of Feb. 13, 2027 to enroll your student. Students attending an elementary school that has a sixth grade or that reside within a TK-8 school boundary but are requesting to move to sixth grade at a middle school must do so through the open enrollment lottery or the intradistrict transfer process.

For more information on open enrollment, call (916) SAN-JUAN, email enrollment@sanjuan.edu or visit us at: www.sanjuan.edu/openenrollment.



Intradistrict Transfers

The open enrollment lottery process is the primary opportunity for placement at another school. However, if a family misses open enrollment and desires a transfer after the open enrollment lottery has closed, they will need to complete an intradistrict transfer request. Placements will be made as space is available. Transportation is not provided for open enrollment placements or transfer students. For more information on Intradistrict Transfers, call (916) 979-8876, email transferdesk@sanjuan.edu or visit us at: www.sanjuan.edu/transfers.

Interdistrict Transfers

Families who do not live within the San Juan Unified District boundaries are not eligible to participate in open enrollment. Families may apply for an interdistrict transfer agreement from their home school district. If accepted, families and students must adhere to the requirements of the agreement. For more information on Interdistrict Transfers, call (916) 979-8876 or visit us at: www.sanjuan.edu/transfers.

Attend or Notify Within 3 Days

If your child does not attend school within the first three days of the new school year and the school is unable to reach you, their enrollment will be canceled. To keep your child enrolled, please notify the school if they will be absent at the start of the school year.

LEARNING SUPPORT SERVICES

Bridges After School/ASSETs Program

Bridges After-School/ASSETs programs provide homework support, enrichment and pro-social recreation in a safe and positive environment. They currently serve approximately 3,000 students, grades TK-12, at 38 sites. Student success is supported through homework support, enrichment/disguised learning, pro-social skills/ recreation and family support and empowerment.

Students that regularly participate in Bridges or ASSETs demonstrate a stronger connection to school, higher regular day attendance rates, better quality and completed homework assignments and higher test scores. One of the most important benefits is the safety provided to our young people. The time of day associated with the highest risk behaviors for youth is between 3 and 6 p.m. Afterschool programs provide a safe and positive environment to transform those hours into one of the most beneficial and rewarding learning experiences for young people.

For more information, call one of the regional offices or our District Office at (916) 971-5933 or visit www.sanjuan.edu/bridgesafterschool.

Bridges After-School/ASSETs Schools

Arden/Arcade Region, (916) 979-8324: Cottage Elementary School, Del Paso Manor Elementary School, Dyer-Kelly Elementary School, Greer Elementary School, Howe Avenue Elementary School, James Cowan Fundamental Elementary School (YMCA), and Whitney Avenue Elementary School; Sierra Oaks K-8 School and Thomas Edison Language Institute; Arcade Middle School and Katherine Johnson Middle School; and Encina High School.

Carmichael Region, (916) 971-7386: Albert Schweitzer Elementary School, Cameron Ranch Elementary School, Carmichael Elementary School, Charles Peck Elementary School, Coyle Avenue Elementary School, Mary Deterding Elementary School, Pasadena Avenue Elementary School, and Thomas Kelly Elementary School; Starr King K-8 School; and John Barrett Middle School, Winston Churchill Middle School and Will Rogers Middle School.

Citrus Heights Region, (916) 979-8399: Arlington Heights Elementary School, Carriage Drive Elementary School, Grand Oaks Elementary School, Mariposa Avenue Elementary School, Northridge Elementary School, Oakview Community Elementary School (YMCA), Ottomon Elementary School, Skycrest Elementary School, and Trajan Elementary School; Kingswood K-8 School, Lichen K-8 School and Woodside K-8 School; Sylvan Middle School; and San Juan High School.



Discovery Club

Discovery Club offers full-fee based and subsidized before and after school child care for students in transitional kindergarten through 12 years of age. To attend a specific Discovery Club, children must be enrolled and attend the elementary school on the same campus. Subsidized (free or reduced) child care is available on a limited basis for those who meet state mandated eligibility criteria.

Discovery Club offers an enrichment program in a safe and nurturing environment for students to learn and grow. We are staffed by teachers who are certified as Child Development Permit Teachers by the California Commission on Teacher Credentialing. Extended learning activities are specifically designed to foster the development of comprehensive literacy, technology, problem-solving skills and the appreciation of cultures. Physical development needs are met through outdoor sports and games which help to develop muscle and eye-hand coordination.

Discovery Club provides a minimum of 30 minutes of homework time daily, in a quiet environment and teachers will assist children as the number of children permits. Discovery Club does not guarantee that all assigned homework will be completed, that all homework will be correct, or that children will understand all concepts in their assignments. Hours of service vary by site; however, Discovery Club operates between 7 a.m. and 6 p.m., Monday through Friday. For additional information on the Discovery Club program or for information on non-school days and summer hours call (916) 971-5975, or email DiscoveryClubRegDesk@sanjuan.edu.

Campuses with Discovery Club Programs:

Arlington Heights, Cambridge Heights, Carmichael, Cowan, Coyle, Del Dayo, Deterding, Dewey, Gold River, Green Oaks, LeGette, Mariemont, Mariposa, Mission, Northridge, Oakview, Orangevale, Pershing, Schweitzer, Sierra Oaks, Thomas Kelly, Trajan, Twin Lakes, Woodside K-8

American Indian Education Program

The American Indian Education Program is a federally funded program, the purpose of which is to provide supplemental educational services, at no cost, to American Indian/Alaskan Native students who are eligible to enroll in the program. Eligible students must complete a 506 form and submit to the district. The form only needs to be completed one time while in the district. Services in the program could include:

- Culturally relevant activities
- Leadership opportunities
- Cultural celebrations
- Summer programs
- College and career opportunities
- Cultural enrichment programs
- Activities that recognize and support the culture of the Native American population and incorporate appropriately qualified tribal elders and seniors
- Academic support services
- Literacy Events

Parents of Native American/Alaska Native students are encouraged to be part of the Parent Advisory Committee, PAC, that works on outreach and events throughout the year. For further information or to request services, call (916) 979-8596 or www.sanjuan.edu/aiep.

Attendance Improvement

The Attendance Improvement Program's goal is to encourage each student to come to school every day and on time. Parents can help their children be successful by encouraging regular attendance, which has been linked to higher achievement, stronger bonds to the school and community, lower rates of delinquent and high-risk behavior and increased participation in higher education.

The staff works with students, families and schools to increase daily attendance and encourage engagement. The program provides information, resources and referrals to families, empowering them to achieve consistent school attendance, support their students' academic success and improve the family-school connection. For more information, call (916) 979-8604.

Foster Youth Services

Our Foster Youth Services program provides services to students in foster care, including advocacy, academic counseling, tutoring, credit recovery, educational assessment, mentoring and links to community services. In addition, San Juan Foster Youth Services provides crisis counseling, vocational training, emancipation services and training for independent living. The goal of Foster Youth Services is to ensure each foster youth is provided with skills necessary to



become an independent, productive member of the community. For more information, call (916) 971-7391 or visit www.sanjuan.edu/fy.

McKinney-Vento Program

The McKinney-Vento (Homeless) program provides students and families living in transition with additional supports to ensure access to the same free, appropriate public education provided to other children and youth. The program seeks to: Identify students who are in transition/homeless, assist in immediate enrollment, remove barriers to education and extracurricular activities, inform students/staff and school sites of Educational Rights, and provide resources in and out of the school district. For more information, call (916) 979-8604.

Advanced Placement Test Fee Assistance

Students enrolled in advanced placement classes may apply for financial assistance to pay for advanced placement exams. By passing advanced placement exams, students earn college credit while still in high school. Contact your student's high school for more information. (EC section 48980)

Translation/Interpreting

Translation and interpretation services are available upon request. Communications are delivered in home language, as available. For additional information about translation/interpretation services, please contact your students' school site or the Translation/Interpreting Desk at (916) 979-8642.

Multilingual Learner Supports and Services

San Juan Unified provides Multilingual learners with high-quality English Language Development (ELD) instruction through integrated language development in core classes and designated instruction. Additionally, educational practitioners engage in professional development focused on both integrated and designated ELD. These efforts aim to meet the academic and linguistic needs of multilingual students.

Any student enrolling in a California school from kindergarten through grade 12 who has a language other than English identified on the Home Language Survey must take the Initial English Language Proficiency Assessment for California (ELPAC). This assessment determines whether the student is classified as an English learner or Initially Fluent English Proficient (IFEP). Students identified as English learners receive specialized programs and services until they meet the criteria for reclassification.

Each spring, all English learners take the Summative ELPAC, with results reported in the fall. The purpose of this assessment is to measure progress toward English proficiency, inform appropriate educational placements, and determine whether a student is ready to exit specialized English learner services and be reclassified as Fluent English Proficient (RFEP). Parents/guardians may access their student's test scores at any time through the district's Parent Portal. Families are encouraged to log in regularly to review assessment results and monitor academic progress.

Language Acquisition Programs

San Juan Unified offers the following language acquisition programs for English learners:

- **Structured English Immersion (SEI) Program:** Available at all schools, this program provides instruction primarily in English, with curriculum and teaching methods designed to support students learning English.
- **Dual-Language Immersion (DLI) Program:** This program provides language learning and academic instruction in both English and Spanish for native speakers of both languages. The goal is to foster high academic achievement, bilingual proficiency, and cross-cultural understanding. The program begins in transitional kindergarten/kindergarten (TK/K) and continues through eighth grade at Thomas Edison Language Institute.
- **Heritage Language Program:** This program supports English learners by incorporating both English and the student's native language into literacy and academic instruction. Spanish for Native Speakers courses are available at various high schools.

Parents or guardians may select the language acquisition program that best suits their child's needs. To learn more, submit a verbal or written request to the office at your local school. If 30 or more parents or guardians at a school—or 20 or more in any grade—request a specific language acquisition program, San Juan Unified will make every effort to offer such a program to the extent possible.



Reclassification and Monitoring

Reclassification is the process by which an English learner meets the required criteria to be considered proficient in English and no longer needs specialized ELD instruction. The progress of reclassified students is monitored for at least four years to ensure continued academic success.

For more information, call (916) 979-8985.

Newcomer Support

The Equity and Student Achievement Department provides specialized support for Newcomer students through the Newcomer Support Team. This team includes bilingual School Community Resource Assistants and Specialists who serve as cultural liaisons to families and the community. They offer programs focused on integration, acculturation, social connections, student engagement, empowerment, and the development of healthy interactive social skills.

For more information, call (916) 979-8954.

English Learner Rights

Families of English learners can expect:

- to have their child receive a quality education and be taught by highly qualified teachers.
- to know that their child has been identified and recommended for placement in an English language acquisition program.
- to be provided a description of all educational opportunities available to them and to choose a different English language acquisition program, if one is available.
- to have their child learn English at the appropriate proficiency level.
- to have their child learn other subjects such as mathematics at the same academic level as all other students.
- to have their child tested annually to assess their child's progress in English language acquisition.
- to receive notification of annual testing results and be provided full descriptions of all educational opportunities available to them, including the opportunity to apply for parental exception waivers.
- to receive information regarding their child's performance on academic tests.
- to participate in an English Learner Advisory Committee (ELAC) if their child's school has 21 or more English learners.

Seal of Biliteracy

San Juan Unified School District recognizes high school seniors for their multilingual accomplishments. The California Seal of Biliteracy is awarded to seniors who have demonstrated English competency as well as proficiency in two or more languages by meeting rigorous criteria. Students are honored at their respective high school award ceremonies.

Call (916) 979-8668 for more information.



Mental Health Supports

The well-being of our students is a top priority. San Juan Unified School District offers a range of mental health supports both on campus and through community partners to help students thrive socially and emotionally.

Students and families can access school-based services by contacting their school office, counselor or wellness staff. Support may include counseling, social-emotional support, and referrals to additional services. If a student needs support beyond what is available at school, staff can help connect families with community-based mental health providers.

Families are encouraged to explore available resources and learn more about how to access support by visiting www.sanjuan.edu/resources/mental-health-support.

Multi-Tiered System of Supports

San Juan Unified's Multi-Tiered System of Supports (MTSS) is a framework designed to proactively address the academic, emotional, social and behavioral needs of all students. In order to ensure the success of every child, we provide services and interventions tailored to meet the needs of students that are available at schools. Students in grades TK-8 have access to supports such as counselors, social workers, psychologists, mental health therapists, nurses and academic intervention teachers. Students who need support are identified through screeners and/or through a referral process.

Please contact your school's administration or counseling office for more information on supports available at your school site.

School Counseling

School counselors play a vital role in supporting students' academic, social-emotional, and college and career success. Every high school, middle school, and K-8 school has dedicated school counselors delivering comprehensive school counseling programs, with some elementary schools also providing school counseling support. All San Juan Unified schools have counseling services available for crisis, bully prevention or other services as needed. For more information visit <http://www.sanjuan.edu/counseling>.

Prevention Programs

Prevention Programs offer support and resources to students throughout our district. Programs at each site aim to improve academic success and overall school climate, while encouraging them to lead healthy lifestyles free from violence, alcohol, tobacco and other drugs. Please call (916) 979-8623 for more information. San Juan Unified also offers bullying prevention and support services.

ADULT LEARNERS

Adult Education

San Juan Adult Education classes are open to all community members ages 18 years and older. For more information on all classes, visit the website www.sanjuan.edu/adulted or call (916) 971-7654.

Basic and Secondary Education

Adult Basic Education programs (ABE) offer a variety of core services, including reading, writing, oral communication, critical thinking, math and numeracy. Adult Secondary Education (ASE) offers high school completion, high school equivalency GED preparation, this includes instructional support for adults needing assistance to study for the San Juan Unified Instructional Assistant exam. San Juan Adult Education has a certified GED testing center at the Sunrise Tech Center campus. Classes are offered at Sunrise Tech Center and Encina Adult Center, as well as online.

Subject	Number of Required Units
Science	20
English	30
Mathematics	20 (10 units must be in Algebra 1, IM 1 or higher)
U.S. History	10
American Government (Civics)	5
World History	10
Social Studies Elective	5
Economics	5
Fine Arts/Foreign Language	10
Electives	15

Total Credit Requirement – 130 units

English as a Second Language and Citizenship

English as a Second Language (ESL) and Citizenship instruction are offered from beginning to intermediate high and above. Classes are offered at Sunrise Tech Center, Encina Adult Center, and other locations throughout the district, as well as online.

Enrichment Courses

Community based education offers a variety of enrichment classes for adults in the community. Course fees vary depending on instructional hours and books/materials. Some classes offered through community-based education include art, music, photography, bike repair, and genealogy. Depending on the subject, courses are offered at the Sunrise Tech Center and various satellite locations across the district.

Apprenticeships

Apprenticeship is a partnership between management, labor and public education that is building the skilled workforce California will need for the jobs of today and tomorrow. Currently San Juan Adult Education partners with the following apprenticeship programs:

- California Firefighter Joint Apprenticeship Committee (CFFJAC) offering apprenticeship programs for professional firefighters employed by professional fire departments. An individual becomes a firefighter apprentice under the direction of the department they work for.
- The United Union of Roofers, Waterproofers and Allied Workers offers apprenticeship programs sponsored jointly by labor and management on the local union level supply employers with the highly skilled workers who apply the quality roofing and waterproofing systems that keep America's buildings dry. Apprentices learn their craft by training on the job under proper supervision and by studying technical subjects related to the roofing trade.

For more information about apprenticeships, visit our website at www.sanjuan.edu/adulted or call (916) 971-7654.

Career Technical Education

The Adult Education Career Technical Education (CTE) courses are designed to help prepare adults to earn industry certifications and lay the foundations for a specific career pathway. These certificate courses include careers with children, dental assisting, medical billing and coding, and clinical medical assistant. New CTE programs are being added all the time. Visit www.sanjuan.edu/adulted for current offerings.



Adult Student Support Services

To assist adult students to be successful on their learning pathways, San Juan Adult Education offers several services. Working with community partnerships, these services include; employment services, refugee/asylee services, resume building and job skills training, subsidized employment and career/resource fairs. For parents needing child care in order to attend a San Juan Adult Education class, there is free child care available at our Encina Adult Center.

For more information about Student Support Services, call (916) 971-7654.



ACADEMIC STANDARDS AND REPORTING

Curriculum

The California Department of Education develops state frameworks and standards recommending what students should be learning in each subject area. The state also develops an assessment and accountability program that measures student progress toward the standards. The state also provides a list of approved textbooks and other materials for use in classrooms.

In the San Juan Unified School District, staff members and a citizens' committee review standards-aligned textbooks and classroom materials and make recommendations to the school board about which materials should be purchased and used in San Juan Unified schools. The final decisions are made by the school board at public meetings.

Textbooks and other curriculum materials, including titles, descriptions, course objectives and academic standards are available at schools and at the Professional Learning and Innovation (PLI) office for review by families (EC section 49091.14). These standards describe what students are expected to know and be able to do at each grade level and in each subject. In addition, information on academic standards and assessment of student achievement is available from schools or the district office at (916) 971-7364.

Student Progress Reporting

San Juan Unified educators use many ways to keep families informed of their student's progress. The reporting system includes report cards, assessments of student progress on academic standards, progress notices and individual and group parent-teacher conferences. Progress can also be monitored through the Parent Portal at www.sanjuan.edu/parentportal.

At back-to-school night, families are introduced to teachers, class and school rules, policies and procedures, school programs and personnel. Families also may be given grade-level student expectations and academic standards by subject.



District Academic Standards

Our district will be collecting and reporting to students and their family information about the students' ability to perform according to the California state standards describing what students should know and should be able to do. This information is based on student performance on the California Assessment of Student Performance and Progress (CAASPP) Tests and/or the California Alternate Assessments, as well as district and classroom assessments. Families may request copies of the academic standards from the school. More information about California's state standards is available online at www.cde.ca.gov/re/cc/.

Promotion and Retention

Current laws require school districts to establish practices and procedures related to retaining students or not promoting students to the next grade. If a student's skills in reading and math are below grade level, communication from the school including progress notices and report cards serve as early notifications to alert families of concerns. School sites have various resources available to support students in reaching grade level standards. Families should contact their student's teacher and/or school site if they have concerns regarding their student's progress toward meeting grade level standards.

The school and/or family may consider the option of retention for students who need more time to master grade level content. Research does not support retention as a successful intervention, so this option will only be explored when all other avenues have been exhausted. Families may appeal the retention decision, but the burden shall be on the appealing party to show why the recommendation should be overruled. The appeal will be heard by the school principal, and the final appeal will be heard by the principal's supervisor. Appeals at each level are to be acted upon within 30 days of receiving the written appeal.

In San Juan Unified, our goal is to help students improve their reading, writing and math skills so they will not be retained. School sites continually monitor student progress in order to identify struggling students as early as possible with the intent of providing academic support at school and during the summer through our district extended learning program. With regular attendance, extra support at school, and extra work at home, a student's skills can improve dramatically.



Elementary School Reporting

Elementary families (TK-5/6) can expect to receive a report card at the end of each trimester in which students are assessed on our district's academic standards scale of 1 to 4. Students in grades 6-8 at any of our TK-8 schools are graded on a 5-point scale of A-F). Families receive additional information about their child's progress through back-to-school night, progress reports (for students working below grade level standards) and conferences with their child's teacher.

Formal conferences occur for all elementary students in the fall and on an as needed basis in the spring. The purpose of conferences is for the teacher to share the report card, assessment results, student work samples, individual strengths and areas of growth. Families can also use this time to discuss any concerns they may have as well as ask any questions they may have.

Student progress is reported in reading, writing, listening/speaking, mathematics, science, social studies, art, music, physical education and successful practices, including grit/perseverance, exhibiting a growth mindset, demonstrating gratitude and respect, constructively collaborating and self-discipline. Absences or days tardy are also noted on the report cards.

Middle School Reporting

Middle school report cards are issued four times a year. A letter grade from A through F is listed for each class the student attempted. Report cards also indicate a student's citizenship, using the symbols O (outstanding), S (satisfactory) and U (unsatisfactory) for each class.

High School Reporting

High school report cards are designed to give information on a student's progress. Semester report cards give letter grades from A through F for each course the student has attempted, and they list the student's cumulative grade point average and credits earned. Teachers also evaluate the student's citizenship in class. Progress reports are issued to students on a schedule available in the school office.

High school students receive a transcript by mail in January and June, showing courses, grades and progress toward completing graduation requirements. Students and families should work closely with counselors throughout high school to make sure graduation requirements are met. Grades can be reviewed online using the Parent Portal at www.sanjuan.edu/parentportal. Contact your student's school for further information.



School Accountability Report Cards

The School Accountability Report Card (SARC) contains information about the condition and performance of each California public school. This includes a school profile, demographic data, school safety and climate for learning information, academic data, school assessment completion rates, class sizes, teacher and staff information, curriculum and instruction descriptions, postsecondary preparation information, and fiscal and expenditure data. SARCs for each school are available on the district and school website at www.sanjuan.edu/SARC. SARCs will be made available upon request at each school site.

Student Testing

Throughout the school year, students at selected grade levels take a variety of state assessments. The results are used by teachers and administrators to improve student learning and by families to help understand how their students are performing at school.

Assessing student learning is an integral part of the instructional program. In order to ensure reliable results, access to personal items, including electronic devices may be suspended during testing. Approved use of electronic devices as an accommodation or designated support is the only exception.

If you do not want your child to participate in one or more areas of the CAASPP testing program, you must submit a signed written request to the school office prior to the testing start date of each school year. Include your child's name and the specific test or content area from which you want them excluded.

Newly enrolled students who need to take the initial English Language Proficiency Assessments for California (ELPAC) are tested within 30 days of enrollment. If students are identified as English learners, they will be assessed annually in the spring on the summative ELPAC until they meet the requirements to be reclassified as fluent in English.

Results for state assessments are provided through San Juan's Parent Portal or mailed home by request. The results provide valuable information to teachers, students and families during and after the learning process. Additional information is available from our district's Assessment, Evaluation and Planning Department webpage at www.sanjuan.edu/aep. The district's testing calendar is available at www.sanjuan.edu/testingcalendar.

Reading Difficulty Screening for K-2

In order to provide early support and intervention for our young learners, starting in the 2025-26 school year, our district will screen all students in grades K-2 for reading difficulties risk per Ed Code 53008. Families will receive direct notification from their child's school before the screener is administered and results will be shared with families after the screener is administered. Learn more and access the Frequently Asked Questions at www.sanjuan.edu/screener.

Naviance

Naviance is our district's comprehensive college, career, and life readiness platform for all grades 6-12 students. Students will use the platform with their school counselor to complete a series of self-discovery assessments such as the Clifton Strengths Explorer, Learning Styles Inventory, Career Cluster Finder, and Career Interest Inventory to provide insight and understanding about themselves and potential career paths. Upon completion of assessments, students will use the platform to research college and career matches that align with their strengths and interests.

Students will also use Naviance to build a four-year plan with their school counselor in the 8th grade and modify it as a flex plan with their school counselor in the 10th grade. Parents and families can view their students' plans at any time.

Please get in touch with your site's school counselor for Naviance or parent access information. The 6-12 scope and sequence are accessible online at www.sanjuan.edu/collegecareerready.

Graduation Requirements

The following chart is a summary of San Juan Unified graduation requirements and A-G entrance requirements for colleges in the University of California (UC) and California State University (CSU) systems.

High school counselors are available to meet with students and families. Students will begin to create a four-year high school plan (in Naviance) that will include meeting graduation and A-G requirements. By the 10th grade year, counselors will meet with students again to create a 'flex plan' or amend the created plan to meet student needs.

The list of courses at each school site that meet the UC and CSU admission requirements is available in the counseling office, or you may search course lists for individual schools at www.sanjuan.edu/ucop.

To receive a high school diploma, students must:

- Pass all courses required for graduation
- Earn a minimum of 220 course credits at traditional schedule schools and 280 credits at block schedule schools

Check with your school counselor for complete information. Under California legislation, students experiencing homelessness, migratory status, newcomer status, foster care, involvement in the justice system, or those with disabilities may be eligible for modified graduation requirements. Students and their families should ask to meet with their high school counselor.

For more information, visit www.sanjuan.edu/collegecareerready.

A- G (University Admission) vs. Graduation Requirements

A-G Requirements*	San Juan Unified
Minimum courses needed to apply to a CSU or UC directly from high school	Graduation Requirements**
A) - World History – 1 year - U.S History – 1 year	- World History – 10 credits - U.S. History – 10 credits - American Government – 5 credits - Economics – 5 credits - Social Science elective – 5 credits
B) English – 4 years	English – 40 credits
C) Mathematics – 3 years (through IM3), additional years recommended	Mathematics – 30 credits (at least 10 credits must be IM 2 level or higher)
D) Science – 2 years lab science, 3 years recommended	- Science – 30 credits (at least 20 credits of lab sciences) - Life – 10 credits - Physical – 10 credits 3rd year – 10 credits
E) Language other than English (LOTE) – 2 years same language, additional years recommended	LOTE – 20 credits (or demonstrate language level 2 proficiency)
F) Visual and Performing Arts (VAPA) – 1-year same VAPA	Or - VAPA – 10 credits - CTE course – 10 credits
G) College-prep elective – 1 year	N/A
N/A	- Physical Education – 20 credits - Health – 5 credits

*Grades must be C- or higher to count towards meeting A-G requirements; **Minimum total credits

Total Credit Requirement

Traditional Schedule – 220 Credits

Block Schedule – 280 Credits



STUDENTS WITH DISABILITIES

Referral and Assessment

Our district has a full continuum of services and programs for students with disabilities, serving students from birth to the age of 22 years. Each student's Individual Education Program (IEP) determines specific services and programs for students. We coordinate efforts with the Sacramento County Office of Education and local agencies to seek out students with special needs, including students in private schools, students with high mobility, students who are homeless, students who are wards of the state or students who are advancing from grade to grade but are suspected of having a disability. Anyone in the community can make a referral for a student suspected of having a disability.

Families who suspect that their student may have special needs should consult with the principal or resource specialist at the child's school about special education and the referral process. Before a child can receive services, an assessment of the child's needs must be conducted with written parental consent. School staff will assist the family and the student to determine whether a special education referral, assessment and/or services are necessary. To request an assessment, contact the principal at your neighborhood school and/or the Special Education Department. (EC sections 56301-56303 and 56321)

Individualized Education Program (IEP)

Following assessment of the student, an Individualized Education Program (IEP) team, which includes the parent, determines the student's eligibility for special education. For students who are determined eligible for special education, services may be provided in the general education classroom, or a separate environment as determined by the IEP team. In rare cases, placement at a specialized school may be required.



Parentally Placed Private School Students

Federal and state special education laws guide the district's responsibility for providing services to students with disabilities who are enrolled by their parents in private schools.

Specifically, federal and state regulations do not require the same amount of services for parental enrolled private school children with disabilities as for children with disabilities in public schools. In addition, a public school district is not required to pay for the cost of the education, including special education and related services, of a child with a disability at a private school or facility if the district made a free and appropriate public education (FAPE) available to the child and the parents elected to place the child in the private school.

San Juan Unified accepts referrals to determine eligibility for special education services for children suspected of having disabilities who attend private schools located within the San Juan Unified School District boundaries.

Procedural Safeguards

The Special Education Parent Handbook outlines student and family procedural safeguards. This document can be easily obtained at any neighborhood school by asking the principal or site special education teacher, or by calling the Special Education Field Office (916) 971-7525.

Parents who disagree with our district's identification, assessment or provision of a free and appropriate public education for an individual with special needs have the right to request an informal resolution process referred to as Alternative Dispute Resolution (ADR). This process seeks to resolve disputes at an early level prior to a more formal complaint being filed. Please contact the Special Education Department if you would like more information.

Federal and state laws provide that any individual, public agency or organization may file a written complaint with the state superintendent of public instruction alleging our district has failed to follow laws governing students with disabilities and related services.

If a family believes that their child's special education program rights may have been violated, they are encouraged to contact the Special Education department at (916) 971-7525. The family may also contact the California Department of Education Complaint Division at (916) 327-3537. All complaints must be in writing. (CCR Title 5, section 3080)

RIGHTS AND RESPONSIBILITIES

Student Rights

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

Their rights include:

- the right to be heard - students are encouraged to voice constructive criticism through appropriate channels, such as student government, student advisory committees, school newspapers, teachers, counselors, administrators and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school. (EC section 48907; BP 5145.2)
- the right to an education in a safe, clean environment.
- the right to full use of class time for receiving instruction and for learning.
- the right to fair, consistent, and respectful treatment by staff members and other students.
- the right to a meeting before a penalty is imposed. When a student has been referred for some wrongdoing, that student should be afforded the opportunity to offer their version of the incident to school authorities. (BP 5144.1)

Educational Rights

Your Child has the Right to a Free Public Education

All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

In California:

- All children have the right to a free public education.
- All children ages 6 to 18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.



Information Required for School Enrollment

When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency. You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans if You Are Detained or Deported

You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.

You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

Your child has the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of their actual or perceived nationality, ethnicity, or immigration status.

Undocumented Students

Any child whose family resides in San Juan Unified is guaranteed access to a free public education. No family will be denied access to school because of their immigration status.

Right to Refrain from Harmful Use of Animals

Students may, with written parental consent, ask to be excused from participation in activities they feel would constitute the harmful and destructive use of animals. If possible, the teacher will develop an alternate way for the student to obtain the same knowledge, information or experience. (EC section 32255.1; BP 5145.8)

Rights of Married, Pregnant and Parenting Students (BP 5146)

The governing board recognizes that early marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

The district shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the district shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex, and shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. (EC sections 221.51, 230; 20 USC 1681-1688, 34 CFR 106.4)

The district does not make any pre-admission inquiry as to the marital status of an applicant for admission, including whether such applicant is "Miss" or "Mrs." The district may make a pre-admission inquiry as to the gender of an applicant for admission, but such inquiry will be made equally of applicants of all genders and the results of such inquiry will not be used in connection with discrimination prohibited by Title IX. (34 CFR Section 106.21(c)(4))

The superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (EC sections 222.5, 48980)

For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code section 7002)

Education and Support Services for Pregnant and Parenting Students

Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.

Any education program, activity, or course, including any class or extracurricular activity, that is offered separately to married, pregnant, and parenting students shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary. (EC section 221.51, 5 CCR 4950, 34 CFR 106.40)



A student may be required, based on their pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to participate in an educational program or activity, if other students with physical or emotional conditions or temporary disabilities are required by the district to provide such certification. (EC section 221.51; 5 CCR 4950; 34 CFR 106.40)

To the extent feasible, educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities.
2. Parenting education and life skills instruction.
3. Special school nutrition supplements for pregnant and lactating students pursuant to EC section 49553, 42 USC 1786, and 7 CFR 246.1-246.28.
4. Health care services, including prenatal care.
5. Tobacco, alcohol, and/or drug prevention and intervention services.
6. Academic and personal counseling.
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation.

As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.

Absences

Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - Absences and Excuses. A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (EC section 48205)

Parental Leave

A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. The superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (EC section 46015; 34 CFR 106.40)

The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (EC section 46015)

When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school



program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (EC section 46015)

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the district. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (EC section 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the superintendent or designee makes a finding that the student is reasonably able to complete district graduation requirements in time to graduate by the end of the fourth year of high school. (EC section 46015)

Accommodations

When necessary, the district shall provide reasonable accommodations to pregnant and parenting students to enable them to access the educational program. A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40) A lactating student shall have access to a private location, other than a restroom, to breastfeed or express milk for her infant child, or address other needs related to breastfeeding.

A student shall not incur an academic penalty for using any of these reasonable accommodations and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (EC section 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child.
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child.

Complaints

Any complaint alleging discrimination on the basis of pregnancy or marital or parental status, district noncompliance with the requirements of EC section 46015, or district noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and BP/AR 1312.3 - Uniform Complaint Procedures. A complainant who is not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and the district's Board of Education. If the district or CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (EC section 222, 46015; 5 CCR 4600- 4670)



Program Evaluation

The superintendent or designee may periodically report to the board regarding the effectiveness of district strategies to support married, pregnant, and parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

Emergency Information

Your child's school must have information on file to assist staff in contacting the appropriate persons in an emergency. The district has an online process for submitting emergency card information. Families must fill out the cards completely, including all pertinent health information and telephone numbers to call in an emergency. Please login to Parent Portal to fill out the online card. More information can be found at www.sanjuan.edu/emergencycard.

The information on emergency cards will be treated as confidential, except for student directory information. If there is a change of address or phone number for any person listed on the card during the school year, please notify the school immediately and update it online through the Parent Portal. (EC section 49408)

Directory Information

Student directory information may be released to parent or family organizations, the news media, law enforcement agencies, alumni associations, military recruiters and colleges and universities.

Student directory information which may be released includes the student's name, grade level, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance (entry and withdrawal), degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

To request that student information as described above is not released, deliver written notice to the Admissions and Family Services department: Attention Custodian of Records. (EC sections 49060-49078)

Photos and Media Access to Students

Families may opt out of having photos or video recordings of their students being used in district materials including newsletters, brochures, websites, marketing materials and video published on the internet or in other venues by completing an opt-out form available online www.sanjuan.edu/photopolicy or at school offices. The opt-out form must be filed with the school principal each school year and remains valid through the end of the school year.

The district does not have the legal authority to prevent your student from talking with news media or dictating who media outlets film or photograph. You are encouraged to discuss with your student about your wishes should the media ask to interview them about controversial subjects. Students, families, and visitors should be aware that public events such as athletic competitions or student performances may be filmed by news media or other parties.

Military Recruiters

Federal law permits military recruiters access to the names, addresses and telephone numbers of secondary school students. Families may request that this information not be released without prior written parental consent. Such a request is usually made at the point of enrollment but may also be submitted in writing to the Department of Admissions and Family Services/Records Division. Attention: Custodian of Records, PO Box 477, Carmichael, CA 95609 or recordsrequest@sanjuan.edu.

Notice Regarding Release of General/Directory Information Policy

San Juan Unified has identified the following categories of information as Directory Information which may be released to third parties without parental consent:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Major field of study
- Participation record in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

Directory information does not include a student's social security number or student identification number.



Directory information also does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.

Directory information may be released to parent or family organizations, the news media, law enforcement agencies, alumni associations, military recruiters and colleges and universities. Pursuant to Education Code section 60900.5, student data may be shared with the California College Guidance Initiative (CCGI) to provide students and families access to online college and career planning tools, including CaliforniaColleges.edu. San Juan Unified will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

Unless San Juan Unified is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the district shall notify parents or guardian and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

You have the right to request that the district not provide this information to any third party. To request that student information as described above is not released, deliver written notice to the Admissions and Family Services department: Attention Custodian of Records. Each request is valid for the current school year and will need to be resubmitted at the start of a new school year.

Student Records Access

Federal and state laws grant rights of privacy and access to students and to their parents or guardians. Full access to all personally identifiable written records maintained by San Juan Unified must be granted to parents or guardians of students under the age of 18, parents or guardians of students age 18 or older if the student is a dependent, and students who are 16 years and older, have completed the 10th grade, or are enrolled in college.

Parents, guardians, or eligible students may review their individual records by making a request to the principal. Requests should be made in writing by the person(s) authorized to have access to the student record. Access will be provided no later than five business days following the date of the request.

Parents, guardians, or eligible students may seek to challenge any part of an individual record they believe is inaccurate or for other reasons specified by law. They may receive a copy of the records at the district's established cost per page. District policies and procedures relating to types of records, logs, kinds of information retained, persons responsible for records, directory information, persons, and organizations permitted access to student information and procedures to challenge records are available through the principal or from the district's Custodian of Records at (916) 979-8875.

When a student moves to a new district, records will be forwarded upon the request of the new school/school district. At the time of transfer to a California district, the parent, guardian, or eligible student will be notified by the receiving school district and may review/receive a copy (at



the district's established cost per page) and/or challenge the records. Access to student records will also be granted to school officials (employees or contractors) within San Juan Unified who have a legitimate educational interest in order to fulfill their professional responsibility.

Student records are maintained and destroyed in accordance with applicable federal and state laws and district policy and administrative regulations. It is the practice of the district to destroy all student records, except for the high school transcript and immunization records, five years after the student is no longer enrolled in the district.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605. (EC sections 49060- 49078, 49408, and FERPA)

Cal Grant GPAs

California law mandates that high schools electronically submit grade point averages of all 12th-grade students to the California Student Aid Commission (CSAC) by Oct. 1, to be considered for a Cal Grant or Middle Class Scholarship award with the Free Application for Student Aid (FAFSA) or California Dream Act Application (CADAA), unless opted out. Students over 18 can opt out and for students under 18, the parent or legal guardian can opt out. Each high school has its own policies in place to opt out. To learn more about opting out, talk to your high school.

Movies/Videos

Only approved movies or videos which further learning objectives may be shown in classrooms and must be suitable to student ages. Movie ratings indicating the age appropriateness of the audience will be followed and any deviation will require both administrator and parent approval.

Teachers preview audiovisual materials used in class, select materials that comply with district policies and submit a movie/video use form, which must be approved by the principal or designee prior to the use of such material.



Health Instruction Conflicts with Religious or Moral Beliefs

The educational program in some classes at some grade levels may include instruction about health. Comprehensive sexual health programs are offered in fifth grade at the elementary level, as part of science classes in grade seven or eight, and in health classes in high school. Individual schools determine the time of year that these programs are presented. Students in self-contained special education classes will also be offered a modified version of the comprehensive sexual health instruction in grade five, grades seven or eight, and in grades nine-12.

Instructional material in these programs are aligned to the California Healthy Youth Act (EC section 51930-51939), the Health Education Content Standards for California Public Schools, and the California Health Education Framework. Prior to providing instruction in the areas of health or sexual health or HIV prevention education, families will be notified in writing by the school. You will have the opportunity to review and evaluate the written and audiovisual materials in advance.

No child may be excluded from instruction unless the family has requested in writing that their child not receive comprehensive sexual health education or HIV prevention education. (EC section 51240-51246, 51930-51939, and 51202; BP 6142.1)

Constitutionally Protected Prayer

San Juan Unified does not have any policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the “Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools” which can be found online at www.sanjuan.edu/prayer.

Teacher Qualification Notifications

At the beginning of each school year, local education agencies receiving Title I funds must inform families of their right to request information regarding the professional qualifications of their child’s teacher including state credentialing status, baccalaureate degree major, graduate certification or degree held and paraprofessional information. Their qualifications will also be available in the school office. Families of students attending a Title I school will be notified if their child is taught for more than four weeks by a teacher that has not met the California definition of a highly qualified teacher.

Transfers for Victims of Bullying

If a student is a victim of an act of bullying committed by another district student, as determined through an investigation following the parent/guardian's submission of a written complaint with the school, district, or local law enforcement agency pursuant to Education Code 234.1, that student's parent/guardian may request an intradistrict transfer to another district school, and the district shall honor the request. If the requested school is at capacity, the district shall accept a request for an alternate site. (EC 46600)

“Persistently Dangerous” Schools

Persistently dangerous schools are designated based on state determined criteria including expulsion rates for certain offenses, gun-free schools' violations, and violent criminal offenses committed against an individual student on school property.

No San Juan Unified school has been designated as a persistently dangerous school.

Families should know that if their child were attending a school designated as a persistently dangerous, they could request a transfer to another school within the district.

Homeless Children (McKinney-Vento Program)

Families living in a shelter, motel, campground, vehicle, temporarily with friends or family due to economic hardship, in a trailer park with substandard housing, a public or private place not designed for sleeping or children awaiting foster care placement, have rights or protections under the McKinney-Vento Act. Children have the right to:

- Immediately enroll in school without the proper documentation or immunization record.
- Remain in the school of origin (the school the child last attended) for the duration of the academic year.
- Transportation options to and from the school of origin if the family is residing outside of school boundaries.
- Enroll without having to give a permanent address or proof of residency.

Call (916) 979-8794 for more information on options for homeless families.



Educational Rights of High Mobility High School Students

State law has measures in effect to improve educational outcomes for “high mobility” students who are in foster care, experiencing homelessness, recent immigrants, migrant students, former juvenile court school pupils, or from a military family. These measures include:

- offering an optional fifth year of high school to mobile students in order to complete statewide graduation course requirements; and
- consulting with students and the students’ educational rights holders regarding how enrolling in the fifth year of high school or accepting an exemption from the local educational agency’s graduation coursework requirements, may potentially impact the student.

Transcript Requirements for Transferring Students

A transferring student’s prior school is required to forward the students’ full and partial credits to the student’s new school. The new school must accept and issue the credits forwarded by the transferring school. If the new school is aware that full or partial credits are not in the student’s transcript, the new school must contact the transferring school within two business days. The transferring school must then issue the appropriate credits and provide all academic records of the credits to the new school, within two business days of the request.

Expanded Educational Record for Students in Foster Care

The educational records of transferring foster care students are required to include a determination of days of enrollment or seat time, or both if applicable, and an official transcript with full and partial credits earned, or any measure of full or partial coursework being satisfactorily completed.

Protection of Pupil Rights Amendment (PPRA)

The PPRA gives families and eligible students (18 or older, or emancipated minors) certain rights regarding the district’s conduct of surveys, collection and use of information for marketing purposes and conduct of certain physical exams. These rights include the right to:

- a) Consent to federally funded surveys concerning “protected information:” If the United States Department of Education funds any part of a survey, an eligible student or parents must consent in writing before the student may provide information relating to the following categories:
 - political affiliations or beliefs held by the student or the student’s parent
 - mental or psychological problems of the student or student’s family
 - sexual behavior or attitudes
 - illegal, anti-social, self-incriminating or demeaning behavior
 - critical appraisals of student’s family members

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- privileged or similar relationships recognized by law such as with attorneys, doctors and ministers
 - religious practices, affiliations or beliefs of the student or student's family
 - income other than that required by law to determine program eligibility
- b) Opt out of certain surveys and exams - Families and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
- activities involving collection, disclosure or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others
 - any protected information survey, regardless of funding
 - any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, scoliosis screenings or any physical exam or screening permitted or required under state law
- c) Inspect certain material - Families and eligible students have the right to inspect the following, upon request, before the district uses them:
- protected information surveys of students (including instructional materials used in connection with the survey)
 - documents used to collect personal information from students for any of the above marketing, sales or other distribution purposes
 - instructional material used as part of the educational curriculum

Families and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.



Nondiscrimination Statement

The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in district programs and activities. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, reproductive health decision-making, pregnancy, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, genetic information, affiliation with the Boy Scouts of America, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, please contact:

Equity Compliance Officer:

Fhanysha Clark Gaddis, General Counsel
3738 Walnut Avenue, Carmichael, CA 95608
Telephone: (916) 971-7110
Email: LegalServices@sanjuan.edu

Title IX Coordinator:

Sterling Williams, Legal Compliance Coordinator
3738 Walnut Avenue, Carmichael, CA 95608
Telephone: (916) 971-7110
Email: TitleIX@sanjuan.edu

Section 504 Coordinator:

Dominic Covello, Director, Student Support Services
3700 Garfield Avenue, Carmichael, CA 95608
Telephone: (916) 971-7220
Email: DCovello@sanjuan.edu

ADA/Title II Coordinator:

Michelle Fischer, Manager, Risk Management
3738 Walnut Avenue
Carmichael, CA 95608
Telephone: (916) 971-7036
Email: Michelle.Fischer@sanjuan.edu

Student Nondiscrimination Policy (BP 5145.3)

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the board and the superintendent in enacting policies and procedures that govern the district.

The board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, immigration status, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or affiliation with the Boy Scouts of America, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files, or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.



The superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code sections 234.1, 234.6)

The superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The superintendent or designee shall report the findings and recommendations to the board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment (including sexual harassment), intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

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

Record Keeping

The superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Americans with Disabilities Act

San Juan Unified is committed to achieving full compliance with the Americans with Disabilities Act (ADA). The district does not deny the benefits of district programs, services, and activities to qualified individuals with a disability on the basis of a disability, does not discriminate on the basis of disability in access to or provision of programs, services, activities of the district or application for employment or employment to qualified individuals with disabilities, and does not provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

San Juan Unified has, and will continue to implement, appropriate procedures to assess a student with disabilities qualifications to participate in extracurricular activities, work with the appropriate organizations, leagues, and clubs to ensure compliance and work to provide reasonable accommodation whenever practicable and consistent with the stated purpose of Section 504 of the Rehabilitation Act and Title II of the ADA.

The district welcomes those with disabilities to participate fully in district programs, services, and activities offered to students, families and members of the public. If you need disability-related modification or accommodation, including auxiliary aids or services, to participate, contact the district's ADA coordinator/Manager of Risk Management at (916) 971-7036 at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. (GC section 54953.2; 42 USC 12132, section 202)

Disability Harassment

Disability harassment is prohibited by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and the 2008 amendments.

Disability harassment may include verbal acts and name-calling; graphic or written statements; or conduct that is physically threatening, harmful, humiliating, intimidating or abusive toward persons with disabilities or that creates a hostile environment by interfering with student participation in or receipt of benefits, services or opportunities in district programs.

This behavior is illegal and will not be tolerated. Students and staff found to have committed acts of disability harassment will be subject to disciplinary action. Families who become aware of disability harassment should contact the principal of the school.



Disability Nondiscrimination

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and the 2008 amendments are federal laws which prohibit discrimination against persons with disabilities in any program receiving federal financial assistance and public education systems, respectively. A student eligible to receive a Free and Appropriate Public Education (FAPE) under section 504 is one who has a physical or mental impairment that substantially limits one or more major life activities (these include such activities as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working) or has a record of such impairment or is regarded as having such an impairment.

In order to fulfill its obligations under Section 504 of the Rehabilitation Act of 1973 and the ADA, San Juan Unified recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination, including harassment against any person with a disability will knowingly be permitted in any of the programs and practices in our school system. The district has specific responsibilities under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and the 2008 amendments, which include the responsibility to provide a FAPE, to identify and evaluate students, and, if the child is determined to be eligible under Section 504 of the Rehabilitation Act of 1973 and/or the ADA, to afford access to appropriate educational services.

If the family disagrees with the determination made by district staff relating to the identification, evaluation, or placement of a child, there are procedural safeguards available which include the right to an impartial hearing. Information regarding these policies and procedures may be obtained from the district's Section 504 Coordinator, Dominic Covello, located at 3700 Garfield Avenue, Carmichael, CA 95608, (916) 971-7220, DCovello@sanjuan.edu.

For complaints of disability discrimination pursuant to Section 504 of the Rehabilitation Act of 1973 and/or the ADA, not relating to the identification, evaluation or placement of a child, families may file a separate complaint utilizing the uniform complaint procedures, which may be obtained from a school site administrator, or from the district's compliance officer/General Counsel, located at the district office, 3738 Walnut Avenue, Carmichael, CA 95608, (916) 971-7110, LegalServices@sanjuan.edu. (Section 504 of the Rehabilitation Act of 1973; Title II of the ADA of 1990 and the 2008 amendments; BP 6164.6)

BP 6164.6

The Governing Board recognizes the need to identify and evaluate children with disabilities in order to provide them with the services required by law.

The district shall provide a free appropriate public education to students who reside within the district and who are classified as disabled under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of nondisabled students are met. (34 CFR 104.33)

(cf. 0410 - Nondiscrimination in District Programs and Activities)



(cf. 0430 - Comprehensive Local Plan for Special Education)
(cf. 5141.21 - Administering Medication)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Exceptional Needs))
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Religious Nondiscrimination

As a public school district, San Juan Unified is committed to maintaining neutrality toward religion, neither promoting/encouraging student participation in religious activities nor discouraging students from observing the tenets of their religious faith. To that end, the governing board encourages district staff to be sensitive to the accommodation of students' religious needs so that students are able to participate in school and extracurricular activities without undue burden on the free exercise of their religious beliefs.

The superintendent or designee will provide a calendar of major religious holy days and schools will avoid scheduling, to the extent practicable, important school activities on those days. Students whose religious beliefs necessitate accommodation are expected to inform appropriate school staff, including teachers, coaches, extracurricular advisors or other appropriate staff at the outset of the school year and request, in writing, such accommodation. Teachers will work with the student to accommodate the student's need to be absent without being penalized academically.

Language Nondiscrimination

Lack of English language skills will not be a barrier to admission and participation in our district's programs. Additional information can be obtained from staff who are bilingual in Spanish, Russian, Ukrainian, Arabic and Farsi by calling our district's English language development coordinator at (916) 971-5382.

Inquiries regarding federal laws and regulations concerning nondiscrimination or our district's compliance may also be directed to:

U.S. Dept. of Education Office for Civil Rights ("OCR")
50 United Nations Plaza
San Francisco, CA 94102
Phone (415) 486-5555; Fax (415) 486-5570



Sexual Harassment (BP 5145.7)

The Board of Education is committed to maintaining a safe educational environment that is free from harassment and discrimination. The board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall evaluate the complaint, and when appropriate, address it through Title IX complaint procedures or uniform complaint procedures, and shall offer supportive measures to the complainant.

The superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

Instruction/Information

The superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment under any circumstance.
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained.
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved.
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to respond to any harassment, prevent recurrence, and address any continuing effect on students.
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.

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7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues.
 8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

Disciplinary Actions

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record Keeping

In accordance with law, the superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Title IX Coordinator:

Sterling Williams, Legal Compliance Coordinator
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110
TitleIX@sanjuan.edu

Title IX Sexual Harassment Complaint Procedures (AR 5145.71)

The district does not discriminate on the basis of sex in any of its programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106). The district is committed to maintaining an educational and workplace environment free from sexual harassment.

Title IX Sexual Harassment Prohibited

Sexual Harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited in district education programs or activities. Title IX Sexual Harassment is conduct on the basis of sex in an education program or activity that satisfies one or more of the following: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on a person's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity
3. Sexual assault as defined in 20 U.S.C. 1092(f)(6)(A)(v)

For the purpose of this Administrative Regulation ("AR"), the district defines "consent" as: knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under the age of consent under California law; or (4) the person is incapacitated due to a mental disability.

1. Dating violence as defined in 34 U.S.C. 12291(a)(10)
2. Domestic violence as defined in 34 U.S.C. 12291(a)(8)
3. Stalking as defined in 34 U.S.C. 12291(a)(30).

Term Definitions (34 C.F.R. 106.30)

The following Title IX definitions apply to the following terms used in this AR:

Complainant - an individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment.

Education program or activity - locations, events, or circumstances where the district has substantial control over both the context in which the alleged Title IX Sexual harassment occurred, and respondent(s).

Formal Complaint - a document filed by a complainant (or a complainant's parent or guardian) or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a respondent(s) and requesting that the district investigate the allegation.

Respondent - an individual who has been reported to be the perpetrator of the conduct that could constitute Title IX Sexual Harassment.

Supportive measures - non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to complainant(s) or respondent(s) before or after the filing of a formal complaint or where no formal complaint has been filed.

Title IX Sexual Harassment Complaints

The complaint procedures set forth in this Administrative Regulation will be used to address any report of Title IX Sexual Harassment in a district education program or activity to the extent required by Title IX.

Should the Title IX Regulations be modified or repealed, the district will implement only the aspects of these procedures required by law. If permitted by law, the district will address reports of sexual harassment, including Title IX Sexual Harassment, in accordance with AR 4030, Nondiscrimination in Employment, or AR 1312.3, Uniform Complaint Procedure, as applicable.

Non-Title IX Sexual Harassment Complaints

Reports of sexual harassment not covered by the definition of Title IX Sexual Harassment will be addressed in accordance with AR 4030, Nondiscrimination in Employment, or AR 1312.3 - Uniform Complaint Procedures, as applicable. The determination of whether the allegations meet the definition of Title IX Sexual Harassment under Title IX shall be made by the district's Title IX Coordinator.

Reporting Title IX Sexual Harassment

Anyone who believes they have experienced, witnessed or received a report of Title IX Sexual Harassment is strongly encouraged to report the incident to the district's Title IX Coordinator, district administrator, or any district employee with whom the person is comfortable.

District employees receiving a report of or witnessing Title IX Sexual Harassment are required to immediately report it to the Title IX Coordinator. An employee who fails to promptly report or



forward a report of Title IX Sexual Harassment to the Title IX Coordinator may be disciplined, up to and including dismissal.

Title IX Coordinator

Sterling Williams, Legal Compliance Coordinator
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110
TitleIX@sanjuan.edu

Processing Reports of Title IX Sexual Harassment

Upon receiving such a report, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, inform the complainant of the right to file a formal complaint and explain the process for filing a formal complaint. (34 CFR 106.44)

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures shall be non-disciplinary, non-punitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escorts, mutual restrictions on contact between parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to complainants and respondents. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

Administrative Leave

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

Emergency Removal from School

A student shall not be disciplined for alleged Title IX Sexual Harassment until the formal complaint process is completed and a determination of responsibility has been made. However, the district may remove a student from the district's education program or activity, provided that the district first conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student



does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

Formal Complaint

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by fax, or by email.

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator may sign a formal complaint in situations in which a safety threat exists and in other situations as permitted under Title IX, including as part of the district's obligation to not be deliberately indifferent to known allegations of Title IX Sexual Harassment. In such cases, the Title IX Coordinator is not a party to the formal complaint. The Title IX Coordinator shall provide notices to the complainant as required by the Title IX.

The district may consolidate formal complaints of Title IX Sexual Harassment against more than one respondent, or by more than one complainant, or by one party against another, where the allegations of Title IX Sexual Harassment arise out of the same facts or circumstances.

Formal Complaint Process

The district treats complainants and respondents engaging in the formal complaint process equitably. Respondents are presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of this formal complaint process. (34 CFR 106.45(b)(1)(iv)) The district shall comply with this formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent. (34 CFR 106.45(b)(1)(i))

Anyone designated by the district as a Title IX Coordinator, investigator, decision-maker, appeal decision-maker, or informal resolution facilitator will not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent and will receive training in accordance with 34 CFR 106.45. (34 CFR 106.45(b)(1)(iii))

Written Notice of Allegations

Upon receipt of a formal complaint, the Title IX Coordinator shall provide the known parties with written notice of allegations including the following: (34 CFR 106.45)

1. Notice of this formal complaint process, including any informal resolution process.
2. The allegations potentially constituting Title IX Sexual Harassment with sufficient details known at the time, including the identity of parties involved in the incident, if known, the conduct allegedly constituting Title IX Sexual Harassment, and the date and location of the alleged incident, if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.
3. If, during the course of the investigation, new Title IX Sexual Harassment allegations arise about the complainant or respondent that are not included in the initial notice of allegations, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

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4. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process.
 5. Notice that the parties may have an advisor of their choice who may be, but is not required to be, an attorney.
 6. Notice that the parties and their advisors, if any, will have an opportunity to inspect and review evidence.
 7. Advise the parties that the district prohibits knowingly making false statements or knowingly submitting false information during the complaint process.
 8. When possible, the name of the investigator and decision-maker, and inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

Dismissal of Formal Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct: (1) would not constitute sexual harassment as defined in 34 CFR 106.30 even if proved, (2) did not occur in the district's education program or activity, or (3) did not occur against a person while in the United States. Such conduct may still be addressed pursuant to other district board policies and administrative regulations including, but not limited to, AR 4030 - Nondiscrimination in Employment, or BP/AR 1312.3, Uniform Complaint Procedure, as applicable.

At any time during the investigation, the Title IX Coordinator may dismiss a formal complaint of Title IX Sexual Harassment if: (1) the complainant notifies the district in writing that the complainant would like to withdraw the formal complaint or any allegations in the formal complaint, (2) the respondent is no longer enrolled or employed by the district, or (3) sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties, and shall inform them of their right to appeal the dismissal of a formal complaint or any allegation in the complaint in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)

Informal Resolution

After a formal complaint of Title IX Sexual Harassment is filed, but at any time before a determination regarding responsibility is reached, the district may offer an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. (34 CFR 106.45)

Prior to facilitating an informal resolution process, the district shall: (34 CFR 106.45)

1. Provide the parties with written notice disclosing:
 - a. the allegations;
 - b. the requirements of the informal resolution process, including the circumstances under which the parties are precluded from resuming the formal complaint process arising from the same allegations;

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- c. the right to withdraw from the informal process and resume the formal complaint process at any time prior to agreeing to a resolution
 - d. that the district's informal resolution process is confidential to the extent practicable, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.
2. Obtain the parties' voluntary, written consent to the informal resolution process.

Informal resolution is not available to resolve allegations that an employee sexually harassed a student.

Investigation Procedures

The burden of proof and the burden of gathering evidence sufficient to reach a determination of responsibility rest on the district and not the parties.

Unless a party provides voluntary, written consent, the district cannot access, consider, disclose, or otherwise use a party's records maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity, which are made and maintained in connection with the provision of treatment to the party. (34 CFR 106.45(b)(5)(i))

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. All party advisors are limited to providing support and may not be direct participants. This conduct expectation applies equally to complainants and respondents.
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.
6. Prior to the completion of the investigative report, provide the parties and their advisors, if any, an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint including evidence the district does not intend to rely in reaching a determination, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report.
7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness.
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if



any, the investigative report in an electronic format or a hard copy, for their review and written response.

The district's investigator will not require, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under legally recognized privilege unless the person holding the privilege has waived the privilege. (34 CFR 106.45(b)(1)(x))

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with Title IX.

Written Determination

The Title IX Coordinator shall designate a decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator, investigator, or appeal decision-maker on the formal complaint. (34 CFR 106.45(b)(7))

After the investigative report has been sent to the parties, but before reaching a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

The decision-maker will notify the parties and witnesses of the following applicable timelines for the submission of questions and responses:

1. The parties have 5 calendar days to submit their questions to the decision-maker after receiving notice of the opportunity to submit questions from the decision-maker.
2. After receipt of the questions, the parties and witnesses will have 3 calendar days to submit their responses to the questions to decision-maker.
3. When providing the questions and responses to both parties, the decision-maker will explain to the party proposing the questions any decision to exclude a question as not relevant. Upon receipt of the responses to the questions, the parties will have 3 calendar days to submit limited follow-up questions.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. (34 CFR 106.45(b)(6)(ii)) The district's decision-maker will not require, rely upon, allow, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under legally recognized privilege unless the person holding the privilege has waived the privilege. (34 CFR 106.45(b)(1)(x))

The written determination shall be issued within 120 calendar days of the receipt of the formal complaint. However, the time for completing the formal complaint process will be temporarily delayed during school recess periods exceeding three days. The timeline may be extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. Good cause may include, but is not limited to, absence of a party, witness,



or party advisor; concurrent law enforcement activity; participation in the informal resolution process; or need for language assistance or disability accommodation. (34 CFR 106.45(b)(1)(v))

The decision-maker shall issue, and simultaneously provide to both parties, a written determination as to whether the respondent is responsible for the alleged conduct. (34 CFR 106.45(b)(7)) In making this determination, the decision-maker shall use the “preponderance of the evidence” standard for all formal complaints of Title IX Sexual Harassment. The decision-maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person’s status as a complainant, respondent, or witness. (34 CFR 106.45(b)(1)(ii))

The written determination shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting Title IX Sexual Harassment as defined in 34 CFR 106.30;
2. A description of the procedural steps taken from receipt of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district's code of conduct or policies to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant;
6. The district's procedures and permissible bases for the complainant and respondent to appeal.

Unless a party provides voluntary, written consent, the district cannot access, consider, disclose, or otherwise use a party’s records maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity, which are made and maintained in connection with the provision of treatment to the party. (34 CFR 106.45(b)(5)(i))

Appeals

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if: (1) the party believes that a procedural irregularity affected the outcome, (2) new evidence, not reasonably available at the time of the determination, is available that could affect the outcome, or (3) a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. An appeal must be filed in writing with the Title IX Coordinator within 10 calendar days of receiving the written determination or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.



If an appeal is timely filed, the district shall: (34 CFR 106.45(8))

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.
2. Ensure that the appeal decision-maker is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
3. Give both parties 10 calendar days to submit a written statement in support of, or challenging, the outcome.
4. Issue a written decision describing the result of the appeal (e.g., affirms, reverses, remands, or amends the written determination regarding responsibility) and the rationale for the result within 20 calendar days from the deadline for the parties to submit their written statement in support of or challenging the outcome.
5. Provide the written decision simultaneously to both parties within 5 business days of issuing the decision.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

Remedies

When a determination of responsibility for Title IX Sexual Harassment has been made against the respondent, the district shall provide remedies to the complainant. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45) The Title IX Coordinator is responsible for effective implementation of any remedies. (34 CFR 106.45(b)(7)(iv))

Sanctions/Disciplinary Actions/Corrective Actions

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the formal complaint process has been completed and a determination of responsibility has been made. (34 CFR 106.44)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion. After the completion of the complaint procedure, if it is determined that a student at any grade level has committed sexual assault or sexual battery at school or at a school activity off school grounds, the principal or superintendent shall immediately suspend the student and shall recommend expulsion. (EC sections 48900.2, 48915)



Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law.
2. Parent/guardian conference.
3. Education of the student regarding the impact of the conduct on others.
4. Positive behavior support.
5. Referral of the student to a student success team.
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law.

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

Record-Keeping

The Title IX Coordinator shall maintain records of the following for a period of seven (7) years: (34 CFR 106.45(b)(10))

1. All reported cases and Title IX Sexual Harassment investigations, any determinations of responsibility, any disciplinary sanctions imposed on respondent, and any remedies provided to the complainant.
2. Any appeal and the results.
3. Any informal resolution and the results.
4. Any actions, including any supportive measures, taken in response to a report or formal complaint of Title IX Sexual Harassment. In each instance, the district will document the district's basis for its conclusion that its response was not deliberately indifferent and the measures taken that were designed to restore or preserve equal access to the education program or activity. If no supportive measures were provided to the complainant, the district will document the reasons that such a response was not unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district from providing additional explanations or detailing additional measures in the future.

All materials used to train the Title IX Coordinator, investigator(s), decision-maker(s), and any informal resolution facilitators. The district shall make such training materials publicly available on its web site.

Student Property

The district does not provide insurance coverage for the loss or damage to personal property of students. Students' personal property is brought to school at their own risk. We assume no liability or responsibility for loss of or damage to personal property.



School Property

Books and other materials or equipment issued to students remain the property of San Juan Unified. All materials and equipment must be kept clean, handled carefully and returned in good condition. In addition to other penalties, students will be required to pay for repair or replacement costs for damaged or lost items. (EC section 48904)

Property Searches

To ensure the health, safety and welfare of students, school authorities and law enforcement officers may conduct searches as allowed by law.

School lockers may be searched at any time. In addition, district Safe Schools officers or law enforcement officials may use trained dogs to indicate the presence of drugs in lockers, vehicles, backpacks and other locations. School officials may confiscate any items not permitted on school grounds.

Financial Liability

Parents or guardians are responsible and shall be held financially liable for acts of willful misconduct, including vandalism, by their minor children. Students known to be involved may be suspended and/or expelled and subject to criminal charges. In addition, our district may withhold a student's grades, diploma and transcript until restitution for damages is made or if the minor and parents are unable to pay, upon completion of the performance of voluntary work in lieu of payment of monetary damages.

Parents or guardians shall be liable to the district for all district property that is loaned to the minor student and not returned upon demand for return.

Computer Use

Except as required, the use of school computers and access to the Internet is a privilege. Students who do not follow the rules may be disciplined and may lose computer privileges. When students use school computers, they agree to follow:

- the directions of teachers and school staff;
- rules of the school and school district; and
- rules of any computer network they access

Students also agree to be considerate and respectful of other users and to follow these rules:

- use school computers for school-related education and research only
- do not use school computers and networks for personal or commercial purpose
- do not change any software or documents (unless it's a collaborative project or you have been given explicit permissions to edit or modify)
- do not produce, distribute, access, use or store information which:
 - is prohibited by law, our district or school rules;
 - violates copyright laws;
 - is obtained by trespassing in private or confidential files;
 - would subject our district or individual to liability (such as defamatory information);
 - is obscene, pornographic or sexually explicit;
 - causes delay, disruption or harm to systems, programs, networks or equipment;
 - is otherwise prohibited in the workplace or on a school campus.

Our district has internet safety resources available to students and the public on our district's website at www.sanjuan.edu/cybersafety. There is information about appropriate online behavior, including interacting with other individuals on social networking websites, in chat-rooms and cyberbullying awareness and response.



Internet Access

San Juan Unified provides internet access for the purposes of instruction. Students using the internet may have access to email, public domain software, discussion groups, university libraries, Library of Congress, information and news from research institutions and more.

However, some information on the internet may be considered inappropriate for young people. San Juan Unified is limited in its ability to control access by students to inappropriate information. If you do not want your student to have access to the internet, you must make that request in writing to the principal of any school your student attends.

Families are encouraged to discuss their expectations for appropriate activities on the internet. Using computer services, it may be possible for a student to purchase goods and services for which the parent may be liable. San Juan Unified is not responsible or liable for a student's use of or access to the internet that is in violation of our district's rules, nor for lack of access to the internet, nor for accuracy of information received.

It is important to understand that work on school computers is not private or protected. Use of district computers, computer networks and the internet does not create any expectation of privacy. San Juan Unified reserves the right to search any information sent, received or stored in any format. Our district is not liable for damage to or loss of students' work maintained in computer files. Parents or guardians have the right to examine their child's file if the information is accessible. We appreciate your assistance in ensuring that students use computers appropriately. (BP 6163.4)

Student Cellphone and Mobile Device Policy

San Juan Unified is deeply committed to creating safe, vibrant, and distraction-free learning environments where every student can thrive academically, socially, and emotionally. To support student mental well-being, encourage deep focus in the classroom, and foster meaningful social connections, the School Board has adopted a comprehensive policy regarding personal mobile devices.

Why This Policy Is Needed

Research consistently shows that constant digital notifications significantly disrupt learning, lower academic performance, and increase social anxiety. By establishing clear boundaries around personal technology, we aim to give our students the gift of time—time to focus deeply on their education, engage in face-to-face community building, and minimize digital distractions during the school day.

What Counts as a "Mobile Device"?

This policy applies to all personal electronic devices. This includes, but is not limited to:

- Cell phones and smartphones
- Smartwatches
- Tablets and personal laptops

- Handheld gaming devices
- Wireless earbuds and headphones

School-Level Expectations

Because our students have different needs as they grow, rules regarding when devices may be visible vary by school level:

1. Elementary, Middle, and K-8 Schools ("Bell-to-Bell" Prohibition)

- a. Personal mobile devices must be **turned completely off (or set to silent) and securely stored** for the entirety of the school day.
- b. This policy is in effect from the morning arrival bell until the final dismissal bell. It includes all instructional time, passing periods, recess, lunch, and school-sponsored activities during standard hours.

2. High Schools ("Instructional Time" Prohibition)

- a. Personal mobile devices must be **turned completely off (or set to silent) and securely stored during all instructional periods.**
- b. High school students are permitted to use their personal mobile devices responsibly during designated **non-instructional times only**, such as passing periods and lunch.

School-Specific Storage Requirements

To best meet the needs of their unique campus layouts and student populations, **individual schools have the authority to establish their own specific storage requirements.** Depending on the school your student attends, they may be required to keep devices turned off in their backpacks, store them in lockers, or utilize specialized equipment such as secure pouches (e.g., Yondr) or classroom phone pockets. Please refer to your specific school's supplement to this handbook for their exact storage protocols.

Policy Exceptions

We recognize that technology can play an essential role in accessibility and health. Legally required exceptions to this policy will be granted for:

- **Medical Needs:** Students who require a mobile device for medical monitoring (e.g., blood sugar tracking) as documented by a physician.
- **Educational Accommodations:** Students with specific device accommodations outlined in an Individualized Education Program (IEP), Section 504 Plan, or English Language Learner plan.
- **Emergency Situations:** As explicitly authorized by school administration or emergency personnel.

Progressive Discipline & Consequences

We want to support our students in building healthy boundaries with technology. If a student struggles to meet these expectations, our schools will use a progressive approach to help them get back on track.

Note: Individual schools may modify or adapt these progressive steps to best fit their school community and administrative structures. Please check your school's specific handbook for exact local guidelines.



A typical baseline framework for progressive consequences includes:

1. **First Offense (Reminder):** The student will receive a verbal warning and a reminder of the policy. The device must be put away immediately.
2. **Second Offense (Office Referral & Safe Keeping):** The device will be collected by a staff member and turned in to the main office for safe keeping until the end of the school day, where the student can retrieve it.
3. **Third Offense (Parent/Guardian Conference):** The device will be held in the main office, and a parent or guardian will be required to come to school to pick it up. A conference will be held to discuss support strategies.
4. **Continued Non-Compliance:** Further infractions may result in an individualized behavior support plan and/or the loss of participation in school activities, social events, or other extracurricular privileges.

Family-Student Communication during the School Day

We understand that families occasionally need to reach their children during the day.

- **Urgent Messages from Home:** If you have an urgent message for your child, please call your school's main office. Our staff will ensure your child receives the message immediately.
- **Student Outbound Calls:** If a student needs to contact a parent or guardian during restricted hours, they may request to use a school phone in the main office.

Dress Code

In alignment with San Juan Unified's [Strategic Plan](#) and to support our [8-Point Commitment to Educational Justice](#) this dress code applies to all schools. Schools may not enact more restrictive or less restrictive dress and grooming expectations or modify this code in any way.

Dress Code Core Values:

Students have the right to:

- Be treated fairly without discrimination. (BP 5132)
- Dress comfortably for an active school day.
- Feel good about their bodies and choose clothing that will not be judged or regulated.

Dress Code Purpose:

- Maintain a safe learning environment where students can choose their clothing, except in classes where special clothes or shoes are needed or required, such as science (eye or body protection) or PE (athletic attire/shoes).
- Ensure students can participate in all activities with minimal dress code interruptions.

Key Principles:

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). In addition, the school is responsible for supporting the health and safety of all students.

1. Students **MUST** wear the following:
 - A non-see through shirt with straps that cover the front, back, and sides including the rib cage
 - A non-see through bottom like a skirt, jeans, pants, leggings, dress, or shorts that cover the buttocks while sitting and standing
 - Shoes (elementary students must wear shoes with a heel strap)
2. Students **MAY** wear, as long as these items do not violate Section 1 above:
 - Hats, sweatshirt hoods, durags, beanies, wave caps, and religious headwear may be worn, but the face must remain visible to staff
 - Fitted pants, including leggings and yoga pants
 - Ripped jeans (as long as underwear and buttocks are not showing)
 - Tank tops, including spaghetti straps, halter tops, and, midriff-baring shirts
 - Athletic attire
 - Sweatpants/Pajama bottoms
 - Visible waistbands or visible straps on undergarments
 - Sun-protective clothing like hats for outdoor use during school
 - Clothing with brand logos, sports team logos, or images is allowed as long as it doesn't violate section 3 below
3. Students **CANNOT** wear clothing, jewelry, or personal items that:
 - Depict items with violent images or language
 - Display items with images or language about drugs, alcohol, tobacco, vaping, or illegal activities
 - Display profanity, pornography, or promote illegal or violent conduct

- Promote hate groups or target specific groups based on race, religion, ethnicity, gender, or sexual identity
- Display or promote hate speech:
 - Hate speech is any form of expression where people try to insult, humiliate, or encourage hatred against a group of people based on their race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin)
- Are swimsuits, except when worn for PE or sports
- Could be considered dangerous or could be used as a weapon
- Cover the face (unless for religious, cultural, or medical reasons)
- Show gang affiliation

Special Events: All special events guidelines (such as dances, sporting events, senior events, graduations, spirit days, field trips, etc.) will be updated to match this dress code.

Addressing Dress Code Non-Compliance

If a student does not follow this code, consequences can include parent/guardian contact, a meeting, or being told to cover up, change, or remove the clothing that breaks the rules. The principal or their designee will notify a student's parent/guardian about the school's response to dress code violations.

If a student is non-compliant with the dress code, the following can occur:

1. The loss of class time will be kept to a minimum and students will receive a non-verbal dress code slip to go to the office to address the non-compliance.
2. The non-verbal slip is used to preserve student dignity and avoid public shaming.
3. Students will be asked to choose one of the below options:
 - Put on their own alternative clothing if already available at school.
 - Turn the garment inside out.
 - Put on a sweatshirt or jacket zipped up.
 - Voluntarily wear temporary school clothing for either the remainder of the day or until alternate clothing can be dropped off.
 - Call parents/guardians to bring alternative clothing.
 - If parents/guardians are called, students will return to class using one of the temporary alternative options above until their replacement garments arrive.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code section 49066)



Court and Custody Orders

San Juan Unified is committed to working with families to provide a safe and supportive learning environment. The school staff shall not become involved in custody or family court matters. Staff of the school district will not write letters for court or testify in court, absent a legal court issued subpoena demanding their presence in court. The parent or guardian who enrolls a child in school is presumed to be a child's legal custodial parent or guardian and will be held responsible for the child's welfare.

School officials will presume that both parents or guardians have equal rights (joint legal and physical custody), including, but not limited to, picking the student up after school, removing the student from school, accessing the Parent Portal, accessing student records, participating in school activities or visiting the school unless the school is given an endorsed court order that states otherwise.

When a court order restricts access, a parent or guardian shall provide a copy of the certified court order, unmarked, with all pages attached, to the school office upon enrollment or upon a change in circumstances.

In the event of an attempted violation of a valid court order that restricts access to a student, the school shall contact the custodial parent and local law enforcement officials and shall make the student available only after one or both of these parties consent. Parents are encouraged to work together to support their children's education.

School Calendar, Minimum Days and Staff Development Days

San Juan Unified School District provides families with an annual school year calendar that includes all districtwide holidays, breaks and school closures.

In addition, each school site may establish its own schedule of minimum days to support its school activities. Because these schedules vary by school, families should refer to communications from their child's school site for specific dates and details regarding minimum days throughout the year.



Attendance

Attendance is very important to a student's success in school. Missing just two days per month (about 10% of the school year) is linked to lower math and reading scores across all grade levels. Chronic absenteeism is associated with weaker social connections, increased disengagement, and higher behavior concerns.

California law requires that parents or guardians of children aged 6 to 18 send them to school, unless they meet the criteria for legal excused absences. Parents or guardians who fail to meet this obligation may be subject to prosecution.

For ease of understanding, San Juan Unified has standardized attendance policies and procedures for all grade levels. A student who misses 10 percent or more of a school year is considered to be chronically absent regardless of whether the absences were excused or unexcused. If you have questions about school attendance or need assistance, contact your student's teacher or principal, or call the Attendance Improvement Program at (916) 979-8604.

Absences Allowed by Law

It is important for families to notify the school whenever their student is absent. However, under state law, an absence is considered "excused" only for these reasons: (EC section 48205)

- Due to student's illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometrical or chiropractic services rendered.
- For the purpose of attending the funeral services or grieving the death of a member of their immediate family, so long as the absence is no more than five days.
- Due to needed victim or grief support services, or participating in safety planning as it relates to the death of the student's immediate family member for no more than three days.
- For the purpose of jury duty in the manner provided for by law.
- Due to illness or medical appointment during the school day of a child of whom the student is the custodial parent.
- For absences, including but not limited to, an appearance in court, attendance at a funeral service, religious observance or retreat or attendance at an employment conference or attendance at an educational conference on the legislative or judicial process offered by a non profit organization, when the absence has been 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. By law, attendance at religious retreats shall not exceed one school day per semester.
- Election - for the purpose of serving as a member of a precinct board for an election.
- For the purpose of spending time with a member of the student's immediate family, who is an active duty member for 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 determined at the discretion of the superintendent of school district.

- For the purposes of attending the student's naturalization ceremony to become a United States citizen.
- For the purpose of attending political or civic events, middle and high school students may miss one day per year as an excused absence, provided that the student notifies the school ahead of the absence. Schools may authorize more time off for these purposes. (Senate Bill 955)
- Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people.
- Due to a pupil's participation in military entrance processing.
- For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence. Unless otherwise permitted, students shall be limited to one such school day-long absence each school year.
- Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school property as designated by the religious group, church, or denomination, not more than four times each month.
- For a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days, work in such industry. For this purpose, student absence shall be excused for a maximum of up to five absences each school year.
- Participation with a nonprofit performing arts organization in a performance for a public school audience. A student may be excused for up to five such absences each school year provided that the student's parent/guardian provides a written explanation of such absence to the school.
- Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

A student absent from school for the above excused reasons 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. The teacher of any class from which a student is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (EC section 46010 and 48205)



Reporting Absences

If a student will be absent or tardy, families should call the school attendance number before school begins that day and for each day the student is absent or tardy. Alternatively, absences can be cleared through the Parent Portal or by emailing the school absence email address, providing a note from a medical professional, or sending a written note signed by the parents or guardian which includes the notification date, student's full name, teacher's name (for primary grades), student's grade, date(s) of absence, reason for absence, and name and relationship of person notifying the school.

When the student returns, they should bring a written note signed by the parent or guardian which includes the notification date, student's full name, teacher's name(s), grade, date(s) of absence, reason for absence as well as the name and relationship of the person notifying the school. Absences not cleared within five school days will be recorded as truancy by the school.

Verification of Illness

The statewide average absence rate for typical childhood illness is five days. San Juan Unified allows each parent or guardian to excuse up to 10 nonconsecutive days per year without verification of illness from a medical professional or school employee. (EC section 46011)

Students too ill to attend school after five days are required to bring verification of illness from a medical professional on their return to school. If your student is under the regular care of a physician for a serious or chronic condition, or if they are directed to stay home by a medical professional before the five days are reached, you should provide the verification immediately.

These absences will be recorded as doctor-verified and will not take away from the 10-day parent excused limit.

Chronic Illness Form

If your student has a diagnosed chronic illness, you may receive a physician's authorization to excuse absences for your student. The form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit but require the student to remain home from school.

With this authorization, the parent or guardian sends a note when the student returns to school listing the symptoms the physician has identified. These absences will be considered verified. The form is available at your student's school. The form expires at the end of the academic year. A new form must be obtained annually. For questions, please contact your school site or the Attendance Improvement Program at (916) 979-8604.



Independent Study

If a child will be out of school for up to 15 school days for an unexcused reason, families may contact the school principal five days in advance about arranging independent study. While schools accommodate most requests, certain criteria may lead to the school denying the request, including less than five days advance notice, academic, attendance, behavioral concerns, conflict with testing or lack of resources required to provide the service.

Options for Students Unable to Attend School

Students who are unable to attend school due to serious injury or physical or mental health condition for a minimum of three weeks and up to three months may be eligible to receive home instruction. The student's condition must be verified by a physician. Students with mental health conditions must present authorization and/or a treatment plan from a physician. A student with a temporary physical, mental or emotional disability who is hospitalized or receiving care in a residential health facility, excluding state hospitals, may receive a plan from their doctor. A student with a temporary physical, mental or emotional disability who is hospitalized or receiving care in a residential health facility, excluding state hospitals, may receive individual instruction from the school district in which the facility is located. The family is responsible for notifying the school district about the student's need for educational services. Contact our district's Home-Hospital Instruction (HHI) Program at (916) 971-7017 to obtain information about eligibility and educational options. (EC section 48206.3-48208)



Truancy and Excessive Absence Notification

Any student who is absent from school without a valid excuse three full or partial days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof is truant. Truant students and their parents or guardians are in violation of the law and are subject to prosecution and other penalties.

Students may have driving privileges suspended or delayed. Habitually truant students may have work permits revoked. Seniors with “cut” periods totaling the equivalent of six days may lose graduation commencement privileges. When school attendance is a problem, state law encourages parents or guardians to accompany their student to school and attend classes with the student. (EC section 48260, 48273; VC section 13202.7)

Families will receive a letter if their student has three unexcused absences and/or truant tardies. A second letter will be sent if the student has three additional unexcused absences, totaling six unexcused days. Families will receive a third letter if the student has an additional three unexcused absences/truancy tardies, totaling nine days of unexcused absence. A conscientious effort will be made to hold at least one Habitual Truancy Conference (either in person or by phone) with the family and the student to review the students’ status. Parents are advised to take advantage of these habitual Truancy Conferences to address truancy concerns. (An unexcused tardy is any absence of more than any 30-minute period during the school day without a valid excuse as noted by law.)

Student Drop - Consecutive Days of Absence

A student may be dropped from the school if the student has accumulated 15 days of consecutive absences without any contact from the family. School administrators may mail a letter upon the 10th consecutive day of absence in which the family has not contacted the school or the school’s attempted calls have not been returned.

School Attendance Review Board Hearing Meeting

California Education Code 48263 authorizes School Attendance Review Boards to respond to cases involving Habitual Truancy, Irregular Attendance or Habitual Insubordination/Disruption. It may become necessary to implement more intensive interventions to include referral to the School Attendance Review Board (SARB) or the probation department. Parents or guardians of the minor shall be notified in writing (EC section 48320-48325). Contact the Attendance Improvement Program/SARB (916) 979-8604 for further questions.



Referral to the District Attorney

In the event that any such parent, guardian or other person continually and willfully fails to respond to the directives of the School Attendance Review Board or services provided, the School Attendance Review Board shall direct the school district to make and file in the proper court a criminal complaint against the parent, guardian or other person, charging the violation Contributing to the Delinquency of a Minor, California Penal Code 272 and shall see that the charge is prosecuted by the proper authority. Students 12 years of age and older may be referred to juvenile court for adjudication.



BEHAVIOR AND DISCIPLINE

School Rules

School rules protect the rights of all students and promote a safe learning environment. Students must be free to learn and teachers must be free to teach. Students are accountable for their behavior during school and school activities, as well as on their way to and from school and school activities and while on the school grounds at any time. Off campus behavior may result in discipline when it disrupts district programs and activities or as otherwise prohibited by law, Board policy, or administrative regulation.

Students are expected to:

- follow school rules.
- follow the directions of teachers and school authorities.
- show respect for the teacher and other students in the classroom.
- come to class prepared to work.
- stay on task for the class period.
- comply with classroom rules as described by each teacher.
- wear helmets when riding their bicycles.

In general, students may not:

- have any weapon or dangerous object.
- have, use, sell or share drugs or drug paraphernalia, tobacco, alcohol or other controlled or dangerous substances or intoxicants, including over-the-counter medications.
- fight, harm, threaten, harass, bully or intimidate anyone.
- damage or take property of others.
- act in a way or wear or carry any item that is obscene, profane, offensive, degrades others or promotes violation of laws or school rules.
- defy school authorities.
- leave campus without permission.
- disrupt a class or school activity.
- cheat or falsify documents.
- participate in any gambling activity.
- use electronic communication devices disruptive to school activity.
- skip school or be late to class.

Classroom Disruptions

When a student is disruptive in the classroom, the teacher will first work with the student to alter that behavior. If the student continues to disrupt the learning process, they will be referred to school authorities for appropriate discipline or corrective measures.

Responding to Student Behavior

If a student's behavior violates school rules, the school may make recommendations, such as:

- counseling
- family conference
- restorative practices
- skill building lessons
- Positive Behavioral Interventions and Supports (PBIS)
- referral to support services through Multi-Tiered System of Support (MTSS)
- campus beautification
- behavioral health evaluation
- written contract describing conditions for improvement
- referral to a community partner or law enforcement agency
- discipline, which may include:
 - restriction from participation in school activities, including field trips, athletics, extra-curricular activities and graduation
 - detention or Saturday School (students bring school work to do)
 - removal from class and assignment to another school program
 - suspension
 - transfer to another school or program
 - expulsion

The school will notify families when students are subject to school discipline. Families are expected to aid in correcting student behavior.

Discrimination and Sexual Harassment

Our district has strict policies against harassment, discrimination and sexual harassment. Teachers will discuss these policies with their students in an age-appropriate way. Violations may result in suspension or recommendation for expulsion. (EC section 48900.2; BP 5145.7)



Suspension

A student shall not be disciplined, suspended or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of the California Education Code. Suspension, including supervised suspension, shall be imposed only when other means of correction fail to bring about proper conduct.

All students shall comply with the regulations, pursue the required course of study and follow the instructions of the teachers of the schools. A student, including an individual with exceptional needs, may be disciplined, suspended or expelled for acts enumerated in the California Education Code that are related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, while going to or coming from a school-sponsored activity.

Students may be suspended for violation of school or district rules or if they present a danger to the safety or health of others or threaten to disrupt school programs. A suspension can last from one to five days. During suspension, a student may not participate in regular school classes or activities, including graduation, but may be assigned to an alternative program. A teacher may require the family of a suspended student to attend part of the school day and meet with the principal.

A suspended student or their family has a right to appeal a suspension by following district procedures. If a family wishes to appeal a suspension, the family has 10 school days from the first day of suspension to make the appeal. The appeal must first be made to the site principal. If the family is not satisfied with the decision, the family must complete the suspension appeal form available at the school. A family may fax the form to (916) 979-8053 or deliver the form to the Student Review and Interventions (SRI) Department at 3700 Garfield Ave, Carmichael, California 95608.

Upon receiving the completed form, Student Review and Interventions personnel will review the suspension appeal. During the appeal process the student will continue to serve the original suspension given by the school administration pending final disposition. The family will be contacted after the decision is completed and a letter will also be mailed to the home address provided. (EC section 48908, 48911.1, 56026; USC section 1415; BP 5144.1)

Suggested Home Interventions

Please make home suspension a teachable moment for your student. Consider the following strategies:

- Request homework and missed assignments for the period of suspension (it may take teachers a day or two to put this work together) and make sure the student completes missed assignments.
- Provide adult supervision on the day(s) of suspension.
- Limit access to television, phone, internet, video games and friends.
- Help the student think of other ways they could have dealt with the situation.
- Students are less likely to get into trouble when they are involved in positive activities. Find something the student likes and get them involved (sports, arts, youth groups, drama, etc.).
- Connect with community resources to help the student - see www.211Sacramento.org or ask a school counselor/administrator.

The goal is for the student to learn from mistakes and not repeat them. If you need additional ideas or support, contact your school principal or our Family and Community Engagement department at (916) 971-7929.

Parental Class Attendance

Schools that suspend a student for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities and/or defying school authorities may request that the student's family attend the class(es) from which the student was suspended. (EC section 48900.1)

Expulsion

Expulsion means the student may not attend any San Juan Unified school or school activity. Expelled students will be referred to another educational program outside of the district. Expulsion will be recommended for very serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, furnishing or sale of a controlled substance, robbery, extortion, sexual assault or battery.

If expulsion is recommended, the student will have an administrative hearing or an alternative to an administrative hearing. The Board of Education makes the final decision to expel a student. During the expulsion process, a student may be placed in another school program or be out of school for up to 40 school days. (BP 5144.1)



Teacher Notification

School administrators are required to notify teachers for three school years of any student who has been suspended or expelled for any reason except tobacco use. (EC section 49079). Teachers have access to view student discipline using the district's student information system for their rostered students.

Teacher/Classroom Suspension

According to State Education Code, section 48910, a teacher may suspend any pupil from the teacher's class, for any of the acts enumerated in Section 48900 (see below), for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practical, a school counselor or a school psychologist shall attend the conference regarding the suspension. A school administrator shall attend the conference if the teacher or the parent requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of suspension, without the concurrence of the teacher of the class and the principal.

Controlled Substances

Students found using or in possession of controlled substances or other intoxicants may be suspended. However, students who voluntarily disclose their use of a controlled substance, alcohol, an intoxicant of any kind, or tobacco in order to seek help through services or supports may not be suspended solely for that disclosure.

Students selling controlled substances, or substances represented to be controlled substances, will be recommended for expulsion. School authorities may refer students suspended for drug or alcohol offenses to law enforcement. (EC section 48900, 48902 and 48915; AR 5144.1)

Over-the-Counter and Prescription Medicines

Upon the request of the family and physician, an authorized school employee may administer medications to a student. Otherwise, supplements of any kind, over-the-counter medication and prescription medication are strictly prohibited and students should never bring these substances to school. Students found with these substances will be subject to discipline.

Families are encouraged to talk to their student(s) about never taking any pill, supplement or medication unless it is given to them by their doctor, parent or guardian or an authorized school official. Some people, at some time during their life, may have an adverse reaction to a supplement or medication. Adverse reactions may also result if more than one medication is taken during the day, or if a medication is not taken according to directions or in the proper dosage.

Tobacco/Nicotine Products/Vaping

Smoking, using or being in possession of any product containing tobacco or nicotine is prohibited anywhere on district property. Prohibited products include, but are not limited to, cigarettes, cigars, smokeless tobacco and electronic delivery devices (e-cigarettes).

Students who use or are in possession of tobacco/nicotine products or delivery devices are subject to discipline.

TK-12 Student Behavior Guidelines: 2026-27

The Student Behavior Guidelines are designed to assess incidents on an individual basis and provide student discipline that is age appropriate and based on a progressive discipline model.

In San Juan Unified, we strive to suspend students only when other means of correction fail to bring about proper conduct. However, a student may be suspended for any of the reasons in the student behavior chart on a first offense if the principal or superintendent determines that the student's presence causes a danger. School site administrators may use discretion when warranted to provide other means of correction to suspension and/or expulsion. (EC sections 48900, 48900.5(a), 48911.1 and USC section 1415)



Understanding the Behavior Chart Legal Codes

The conduct and consequences referenced in the following chart are based on legal mandates at the federal, state and district level. The sources are referenced in parenthesis at the end of each relevant section. San Juan Unified board policies and administrative regulations are available at www.sanjuan.edu/boardpolicies.

- Americans with Disabilities Act (ADA)
- California Education Code (EC)
- California Health and Safety Code (HSC)
- California Penal Code (PC)
- California Vehicle Code (VC)
- California Code of Regulations (CCR)
- Family Educational Rights and Privacy Act (FERPA)
- San Juan Unified Board Policies (BP)
- San Juan Unified Administrative Regulations (AR)
- United States Code (USC)



Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Safe Schools
48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person. Threats	May be considered	Yes	Yes	Optional
48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	May be considered	Yes	Yes	Required
48900(a)(2) Willfully used force or violence upon the person of another, except in self-defense. {Reference: 48915(a)(1)(A) and 48915(a)(1)(E)}	May be considered	Yes	Yes	Required
48900(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.{Reference: 48915(a)(1)(B), 48915(c)(1), 48915(c) (2), and 48915(c)(5)}	May be considered	Yes	Yes	Required
48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. {Reference: 48915(a)(1)(C) and 48915(c) (3)} Under the influence/Possession	May be considered	Yes	Yes	Optional/ Required
48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section	May be considered	Yes	Yes	Required

Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Safe Schools
11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. {Reference: 48915(a)(1)(C) and 48915(c) (3)} - Furnishing				
48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. {Reference: 48915(a)(1)(C) and 48915(c) (3)} - Sale	{Reference: 48915(c)(3)}	Required	Required	Required
48900(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.	May be considered	Yes	Yes	Optional
48900(e) Committed or attempted to commit robbery or extortion. {Reference 48915(a)(1)(D)}	May be considered	Yes	Yes	Required
48900(f) Caused or attempted to cause damage to school property or private property. Minimal damage	May be considered	Yes	No	Optional/ Required
48900(f) Caused or attempted to cause damage to school property or private property. Extensive damage	May be considered	Yes	Yes	Required
48900(g) Stole or attempted to steal school property or private property	May be considered	Yes	Yes	Optional



Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Safe Schools
Extensive damage	May be considered	Yes	Yes	Optional
48900(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of their own prescription products.	Must be considered	Yes	No	No
48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity. Obscene act	Must be considered	Yes	Yes	Optional
48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity. Habitual Profanity	Must be considered	Yes	No	No
48900(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.	Must be considered	Yes	Yes	Optional
48900(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties; (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts numerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. • Cheating/Plagiarism	Must be considered	TK-12 No	No	No

Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Safe Schools
• Forgery • Dress code violation • Gang affiliation or behavior • Gambling • Defiance of authority • Unauthorized parking • Failed to serve Saturday detention • Electronic device violation • Closed campus violation • Initiating a false fire alarm • Inappropriate computer access • Reckless driving • Trespassing • Verbal altercation Other disruptive or defiant behavior				
48900(l) Knowingly received stolen school property or private property.	Must be considered	Yes	Yes	Optional
48900(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.	Must be considered	Yes	Yes	Optional
48900(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. {Reference 48915(c)(4)}	{Reference: 48915(c) (4)}	Required	Required	Required
48900(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or	Must be considered	Yes	Yes	Optional



Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Safe Schools
retaliating against that pupil for being a witness, or both.				
48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	Must be considered	Yes	Yes	Required
48900(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.	Must be considered	Yes	Yes	Optional
48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.	Must be considered	Yes	Yes	Optional
48900(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.	Must be considered	Yes	Yes	Optional
48900.2 In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the	May be considered	Yes	Yes	Optional

Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Safe Schools
superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.				
48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.	May be considered	Yes	Yes	Required
48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or	May be considered	Yes	Yes	Optional



Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Safe Schools
pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.				
48900.7 In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.	May be considered	Yes	Yes	Required
48915(a)(1)(A) Causing serious physical injury to another person, except in self-defense.	May be considered	Yes	Yes	Required
48915(a)(1)(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.	May be considered	Yes	Yes	Required
48915(a)(1)(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.	May be considered	Yes	Yes	Required
48915(a)(1)(D) Robbery or extortion.	May be considered	Yes	Yes	Required

Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Safe Schools
48915(a)(1)(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.	May be considered	Yes	Yes	Required
48915(c)(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.	Not considered	Required	Required	Required
48915(c)(2) Brandishing a knife at another person.	Not considered	Required	Required	Required
48915(c)(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.	Not considered	Required	Required	Required
48915(c)(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.	Not considered	Required	Required	Required
48915(c)(5) Possession of an explosive.	Not considered	Required	Required	Required

COMMUNICATION AND ENGAGEMENT

Effective, two-way communication is essential to a student's success. Families and students are encouraged to ask questions and discuss concerns promptly. We welcome engagement at all levels of our schools and district.

Meetings with Teachers or other School Staff

Generally, the principal, teachers, counselor and other school staff are available before and after school to provide special assistance, answer questions and help resolve concerns. It is recommended that you make appointments with school staff when possible, especially for issues that cannot be resolved quickly. If you have questions or difficulties communicating with school staff, contact the school site's principal or administrative team.

Messages

Many schools have a telephone voicemail message which can be used by students or families. Voicemail allows families to leave private messages for teachers at any time. You may ask your school office for specific voicemail numbers. Teacher email addresses are available on school websites. Teachers and other staff members also have a mailbox at the school where written messages may be left.

Mass Notification System

You may receive calls, emails or SMS/text messages from our district's automated notification system to let you know about upcoming events, student absences, emergency situations and important news. Occasionally, these messages may also ask you to provide feedback on an important question. This is an efficient way for schools to ask for your input and help keep you informed. Ensure that your contact information is updated with your school office to be sure you receive messages. Update your notification preferences by logging in at www.sanjuan.edu/notification.

Websites and Email

San Juan Unified schools maintain updated websites. Visit www.sanjuan.edu and use the "Schools" menu link to find your school. All school offices and district offices have email. Email addresses are typically (name of school)@sanjuan.edu or email may be sent to info@sanjuan.edu.



School Newsletters and Social Media

San Juan Unified schools choose a variety of methods to communicate with their families, such as family newsletters, student newspapers, and/or a social media presence. School websites have links to their official social media channels. Contact your student's school for information about newsletters and additional communication tools.

Q Parent Portal

Q Parent Portal allows parents to update their own contact information, student emergency contacts, and to subscribe to automated emails containing attendance, assignments, and classroom news. Parents are able to view information such as class schedules, test results, attendance, grades, assignments, progress notices, report cards, transcript information, teacher messages, student login credentials, and activities.

To access the Q Parent Portal visit www.sanjuan.edu/parentportal. All parents are automatically given access when their students are enrolled. Parents login to the Q Parent Portal using a numeric Personal Identification Number (PIN) and password provided by their student's school or by San Juan Central Enrollment. Login credentials can be retrieved via email for parents who have an email on file with San Juan Unified.

For assistance and inquiries, visit www.sanjuan.edu/sishelp.

Q Student Portal

Q Student Portal allows students to view class schedules, test results, attendance, grades, assignments, transcript and graduation requirements information, teacher messages, activities, and other information about their education. Students are also able to print progress notices and other forms via the Q Student Portal.

To access Q Student Portal, visit <https://sis.sanjuan.edu/studentportal>. All students are automatically given access while enrolled in a San Juan Unified school. Students login to the Q Student Portal using their district username and password provided by their school. Teachers are able to retrieve student login credentials and reset passwords. Parents also have access to view their student's username and password via the Q Parent Portal in the Login Credentials area.

For assistance and inquiries, visit www.sanjuan.edu/sishelp.

Resolving Concerns

Sometimes miscommunication or incomplete information can cause concern. Clarifying the situation with the people immediately involved creates opportunities to develop successful solutions. A team approach to resolution helps everyone. (BP 1312.1)

To resolve questions, concerns or problems successfully, we ask families and students to:

- Meet informally with the person(s) involved. Calmly state the facts you are aware of and what you think the problem is.
- If the concern is not resolved, discuss the issue with the school principal.
- If the concern is not resolved at this level, request assistance from our Family and Community Engagement (FACE) department to work with you and the school administration to resolve concerns. Our FACE department can be reached at (916) 971-7929.

If you are still dissatisfied with attempts to resolve your concerns and would like to file a formal complaint, you may put your concerns in writing and send them to the Coordinator for Family and School Problem Resolution. A review of all written information will take place by the designated investigator and a written response to communicate the completion of the investigation will be provided to you within 45 school days from the time the request is received.



Family and Community Engagement (FACE)

We actively engage parents, guardians, extended family and community members to be our valued partners in the education process. Our governing board recognizes that parents and guardians are their children's first and most influential teachers and that sustained engagement in the education of their children contributes greatly to student achievement and a positive school environment. Our superintendent or designee will work with staff and families to develop meaningful opportunities to be involved at all grade levels, including advisory, decision-making and advocacy roles, as well as activities to support learning at school and at home.

Each year, our superintendent or designee identifies specific objectives of our district's family involvement program based on our district's Local Control Accountability Plan (LCAP) and strategic plan. They shall ensure that families are consulted and participate in the planning, design, implementation, evaluation and revision of both our district and school site family involvement policies. Our superintendent or designee reports to the board on the effectiveness of our district's family involvement efforts, including but not limited to, input from family members and school staff on the adequacy of family involvement opportunities and barriers that may inhibit participation. (EC section 11503; BP 6020, 5145.6)

Explore the FACE webpage for helpful resources to support learning at home and community resources. Visit www.sanjuan.edu/face to learn more about programs and opportunities for your family.

FACE assists with the following programs:

- Community events
- Districtwide family engagement, leadership and education activities
- Emergency outreach
- Problem resolution
- Business and community partnerships
- Resources for volunteer support and training
- Field trips and other expanded learning opportunities
- Support navigating district and community resources



School Level Engagement

Each school in our district works with its families to jointly develop its own family engagement opportunities. Each school describes how the school involves families in the planning, review and improvement of school programs in a timely manner. The plan describes how the school provides families with an explanation of the curriculum, academic evaluation and proficiency levels that students are expected to meet, and about opportunities to participate in decisions relating to the education of their children.

The school plan for student achievement (SPSA) is reviewed annually and approved by its site council and the Board of Education as a part of a school's improvement plan.

Our Board of Education expects that all of our district's schools will assist families in maintaining consistent communication between the home and the school, show families that they can directly affect their children's academic success and help families develop skills and techniques to use at home in support of classroom learning activities. Our superintendent or designee provides coordination, technical assistance and other support to assist schools in planning and implementing effective family involvement activities to improve student academic achievement and school performance.

Family organizations, school site councils, English learner advisory committees, parent advisory committees, and volunteerism are some of the activities families can become involved in at the school. These groups provide support and feedback that shape school programs.

Title I School Engagement

Each year our superintendent or designee shall identify specific objectives of our district's family engagement program for schools that receive Title I funding. They shall ensure that parents and guardians are consulted and participate in the planning, design, implementation and evaluation of the parent engagement program. Each Title I school conducts annual meetings to inform families of participating students about the requirements of Title I; their rights to be involved in the planning, review and improvement of the Title I programs; and about the family engagement policy.

Our superintendent or designee will ensure that our district's family engagement strategies are jointly developed with and agreed upon by parents or guardians of students participating in Title I programs. The strategies establish expectations for family engagement and describe how our district will carry out each activity. Parents or guardians of participating students in decisions regarding how our district's Title I funds will be allotted for family engagement activities.

As a part of its family engagement policy, each Title I school has a home-school compact that has also been jointly developed and approved by each school's site council as a part of the school plan. The compact is distributed to the families of participating students describing the school's responsibility to provide a high-quality curriculum and instruction; the family's responsibilities to monitor, support and improve their children's learning; and the importance of ongoing



communication between families and teachers through annual conferences, reports on student progress, access to staff and opportunities to volunteer and participate in and observe the educational program. (EC section 11503, cf. 3100, 6171, 20 USC section 6318)

Non-Title I Schools

Our superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including but not limited to, strategies describing how our district and schools will address the purposes and goals described in Education Code 11502. (EC section 11504)

Local Control and Accountability Plan (LCAP) Review and Community Feedback

San Juan Unified School District is committed to transparency and meaningful family engagement in the development of its Local Control and Accountability Plan (LCAP). Each year, as the district develops or updates the LCAP, parents, guardians, and community members are invited to review the proposed plan and submit written comments on actions, services, and expenditures that support student success. Opportunities to submit questions to the Superintendent are also shared annually on the district website and through community engagement committees. All input and questions are addressed by the Superintendent or their designee prior to finalizing the plan. This process is required under California Education Code 52062 and reflects the district's commitment to inclusive and responsive planning.

District Level Engagement

San Juan Unified welcomes participation with families, staff, students and community members in developing, implementing and evaluating programs through advisory councils and committees.

In support of improving academic achievement, a district committee including parents from representative subgroups annually reviews our family engagement policy. Our policy describes our expectations for family involvement and explains how we will involve families in specific activities that support student achievement. We evaluate the effectiveness of our family engagement policy each year.

Our district's family engagement policy is included in our plan to improve student achievement and school performance. The policy has been adopted by the Board of Education and is available in the legal section of this handbook and on our district's website at www.sanjuan.edu/face. (BP 6020)

Volunteers

San Juan Unified values and encourages the assistance of parents/guardians and other members of the community in sharing their special knowledge and abilities with our students. The district also welcomes volunteer improvement projects (self-help projects) that enhance the classroom or school, such as beautification projects, painting and gardening. Use of volunteers in services to the school district must comply with laws, regulations and policies.

If you would like to volunteer, complete a Volunteer Verification form found online at www.sanjuan.edu/volunteer. Our volunteer verification process allows school sites and departments to easily track their volunteers' eligibility for providing service(s) on their campus. All volunteers, regardless of the type of volunteer experience they will be participating in, must complete the verification process.

Volunteers who work directly with students are required to be fingerprinted as part of a criminal background check. The fingerprint check is done by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The agencies provide the district with a record of prior convictions or pending arrests or citations. The district reviews this report with specific interest in the history of offenses, pattern of offenses, time of offenses and for drug crimes, sexual crimes or serious or violent felonies.

After receiving and reviewing the fingerprint reports, volunteer candidates may be authorized as volunteers, based upon the discretion of the district, and must be cleared or authorized as volunteers, prior to contact with students. This is the same background check that district employees must pass before being hired. The district has a *subsequent arrest contract* with the DOJ and FBI and receives notification of subsequent arrest information regarding fingerprinted individuals.

Visitors

Family members and others may visit district schools, but for the safety of our students, all visitors are required to check in at the school office when they arrive and wear a visitor badge while on campus. If you would like to visit your child's class, please arrange in advance with your child's teacher. If a conference is desired, an appointment should be set with the teacher for a time before school, after school or during the teacher's preparation period. (BP 1250)

Services for Deaf and Hard of Hearing Families

San Juan Unified will provide sign-language interpreters to deaf or hard of hearing families for conferences and events at no cost. To request a sign-language interpreter please contact your school office two weeks prior to the event/meeting date to allow adequate time for scheduling.



District Family Center

San Juan Central, our district's central enrollment center, offers family access to online information. There is also a food closet for families who need assistance with food support and an immunization clinic. Call (916) 726-5826 or visit 3700 Garfield Ave. in Carmichael for more information.

District Committees

Superintendent's Parent Advisory Committee

The superintendent meets with parent representatives from each school throughout the school year. You can find out more online at www.sanjuan.edu/spac.

Citizens' Bond Oversight Committee for Facilities Construction

The Citizens' Bond Oversight Committee ensures that bond proceeds are spent in accordance with bond language on facilities. The committee meets quarterly to visit sites and review project and budget status reports. Dates and locations of meetings are posted at www.sanjuan.edu/citizensbonds.

Special Education Community Advisory Committee

The Community Advisory Committee for Special Education (CAC) assists in coordinating community resources related to students with disabilities and advises our district on related issues. Monthly meetings keep members informed about programs and legislation. Call (916) 971-7953 for information.

Career and Technical Education Advisory Board

The CTE Advisory Board Committee includes representatives from industry and government as well as families, teachers, students and administrators. For information call (916) 971-7163.

Advanced and Accelerated Programs Committee

The AAPC committee of families, administrators and teachers reviews and recommends board policy for planning, implementing and evaluating the AAPC program. Call (916) 979-8518 for information.

District English Learner Advisory Committee (DELAC)

The DELAC advises our district on the English learner program, needs assessment, district goals and objectives, ensuring compliance with applicable teacher and instructional aide requirements, reviewing English learner achievement, the reclassification procedure and written parent notifications. Ongoing training is provided to assist members in carrying out their advisory responsibilities. (EC section 52176, 62002.5; 5 CCR section 11308(d); 20 USC section 6312)

Curriculum, Standards, Instructional and Student Services Committee (C&S)

The C&S committee reviews and makes recommendations on educational programs, standards and assessments, graduation and course requirements, instructional materials adoptions and policies on student behavior and discipline.

Facilities Committee

The Facilities Committee reviews issues at the direction of the Board of Education relating to the district's facilities. The committee issues recommendations to the Board of Education.

Local Control and Accountability Plan Parent Advisory Committee (LCAP PAC)

The LCAP is used to show how state Local Control Funding Formula dollars will be spent by a school district to improve student outcomes with an emphasis on English learner, low income, and foster youth students. The function and purpose of the LCAP PAC is to serve in an advisory capacity by providing perspectives and insights on matters pertaining to the LCAP pursuant to California Education Code.

Head Start Policy Council (PC)/California State Preschool (PAC)

Annually, Head Start parents nominate and elect other Head Start parents to participate on the Policy Council and Parent Advisory Committee (PAC). The Policy Council (PC) and PAC are designed to provide parents the opportunity to participate in policy and decision making arenas of the Head Start program such as annual budgets, program planning, operations, personnel, policies, and procedures.

Whole School, Whole Community, Whole Child (WSCC) Council

The Whole School, Whole Community, Whole Child (WSCC) Council's goal is to enable San Juan Unified School District students to become healthy, successful students at school and contributing members in their communities. This approach features an expansion on the eight interrelated components: health education; physical education; school health services; school nutrition services; school counseling, psychological, and social services; a healthy school environment; school-site promotion of health for staff by adding family engagement and community involvement.

English Learner Advisory Committee (ELAC)

A school site with 21 or more English learners must have a functioning English Learner Advisory Committee (ELAC).

The ELAC advises the school site council on the development of the School Plan for Student Achievement (SPSA). They also advise the principal and staff on the school's program for English learners. In addition, the ELAC assists in the development of the school's needs assessment related to English learner achievement and helps to make families aware of the importance of regular school attendance.

The English Learner Advisory Committee receives training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities. There is also an English Learner Advisory Committee at the district level called DELAC.



Family Education

Family education opportunities are offered through the Family and Community Engagement (FACE) department. Our district offers a variety of informative classes and workshops to meet the needs of our families. Find a monthly calendar of events found at www.sanjuan.edu/familyed or contact (916) 971-7929. Translation and childcare assistance is available with workshop registration.

Families Matter Workshops (individual sessions)

A variety of monthly workshops are tailored to the needs of the participants. Topics can include but are not limited to, family strategies to support students academically and socially-emotionally, preparing for parent-teacher conferences, college and career readiness, mental health and wellness, bullying prevention, navigating special education, internet safety and more. Workshops are offered in a virtual format or in person at a district location.

Families Matter Conference

This annual family event is designed to provide parents, guardians, and caregivers with valuable knowledge and resources to support their students' success. This conference consists of engaging guest speakers, interactive workshops and a community resource fair to strengthen family, school and community partnerships.

Family Leadership Academy (four sessions)

This program empowers parents, grandparents and guardians to become actively involved on district committees by gaining a greater understanding of the education system, district initiatives and parent leadership opportunities within San Juan Unified. Appropriate for elementary, middle school and high school families. This series is currently offered in English and Spanish.

Level Up Your Leadership (four sessions)

This class series is designed for families who have attended our Family Leadership Academy program or those looking to grow their current engagement with school programs and district committees. Dive deeper into learning about the school system, strategies for effective home-school partnerships, and utilizing parent voice in decision making spaces. This four-session program is offered in English and Spanish.



Talleres Familiares

This workshop series is presented entirely in Spanish for parents, guardians, and caregivers to explore tips and tools to support your student's learning. Workshop topics include strategies for positive communication with school, college and career readiness, supporting student mental health, district and community resources, and more.

Parent Project (ten sessions)

This program is created by parents, for parents, to help support households who are struggling with difficult teen behavior. In this weekly class, participants will learn strategies to help nurture positive home communication, reduce family conflict, and improve difficult teen behavior. Appropriate for middle and high school families. This course also fulfills some court-mandated parenting class requirements.

Loving Solutions (ten sessions)

Loving Solutions is a parent education program designed specifically for families of difficult younger children and early adolescents. Using a behavioral model, Loving Solutions is structured with group learning activities in a workbook format to maximize learning and interest. The "Steps of Success" (S.O.S) home practice assignments create a solid foundation for change in the home. Appropriate for elementary and middle school families. This course may fulfill some court-mandated parenting class requirements.

Building Blocks for Effective Co-Parenting (four sessions)

Building Blocks for Effective Co-Parenting is a four-week parent skill-building program designed for families raising children in more than one household. This interactive course provides parents/guardians with useful strategies and tools to minimize conflicts for children and adults. Workshop topics include navigating how to support children through separation, strategies to help children manage their emotions, effective co-parenting and communication strategies, skills and tools to foster a supportive home environment, and strategies to build confidence in co-parenting. This class may meet the requirement for Family Court-ordered Co-Parenting class.



Family Engagement Video Library

Families can access and view free pre-recorded family engagement workshops on demand by visiting our online Family Engagement Video Library. A featured workshop topic is uploaded to our video library each month for families to watch anytime. Learn about a variety of topics to support student success and learning at home.

FACE Mobile Family Resource Center

The FACE Mobile is the district's mobile family resource center designed to provide families with personalized support to navigate district services and community resources. The FACE Mobile travels to different district and community locations to meet families where they are and provide access to support with enrollment and school related questions, volunteer registration, tools and strategies to support learning at home, back to school information, and more! Dates, times, and locations for FACE Mobile outreach visits are found on our www.sanjuan.edu/face website or by calling our office at (916) 971-7929.

Community Care Hubs

Community Care Hubs are monthly resource fair events for families to help connect them with essential tools and resources to help support student success. Families can access supports such as emergency food boxes, diaper distribution, tools to support learning at home, community and district resources and more. Pre-registration is not required, but supplies are distributed on a first come, first served basis.

For more information on these workshops or any of our additional family education programs and opportunities, please contact the Family and Community Engagement department at (916) 971-7929 or visit www.sanjuan.edu/face.

OPERATIONAL SUPPORT SERVICES

Nutrition Services

San Juan Unified's Nutrition Services department participates in the National School Lunch and Breakfast Programs and is committed to improving the nutritional health and academic success of students.

Under CA Universal Meal Program and EC Section 49501.5, breakfast and lunch are offered at all school sites at no charge during each school day to any student requesting a meal. Meals are served based on Federal and State school meal requirements.

Family menus will be posted on the Nutrition Services website at www.sanjuan.edu/nutritionservices to print.

Food substitution accommodations will be considered for students with disabilities or medically documented food allergies. Families should obtain a Medical Statement to request a Special Meals and/or Accommodations form from the school cafeteria, school office, or our website at www.sanjuan.edu/schoolmeals. Effective July 1, 2025, registered Dietitians are permitted to complete and sign a written medical statement for a school meal modification due to a disability. The California Department of Education (CDE) also permits licensed physicians, physicians or nurse practitioners to complete and sign a written medical statement. Completed forms must be returned to Nutrition Services for review.

A new Medical Statement must be turned in whenever there is a change to your child's condition, or for any new dietary modifications needed. Medical Statements not signed by the recognized medical authority will not be accepted.

For additional information about meal applications and eligibility, meal accommodations, and menus, please contact Nutrition Services at (916) 979-8966 or SJUSDNutritionServices@sanjuan.edu.

Meal Charge Policy

Students will be able to purchase a second meal (a second breakfast or a second lunch) or any A la Carte items if they have cash on their meal account or pay cash at the time of purchase.

No charging will be allowed for second meals and/or A la Carte items.

For information about current second meal prices, please call (916) 979-8966 or visit our website at www.sanjuan.edu/nutritionservices.



Summer Feeding Program

Each summer, Nutrition Services operates our Summer Feeding Program at select sites through the Seamless Summer Option (SSO) program, which is a federal program that allows public school districts to provide free meals in low-income areas during the summer. There is no enrollment, no paperwork and no income requirements for children ages 18 and under to receive a free meal. Children do not have to be enrolled in San Juan Unified School District to participate in this program.

Wellness and Nutrition Policies

Our District Whole School, Whole Community, Whole Child (WSCC) Committee, an expansion of the Coordinated School Health Council reviewed and revised the San Juan Unified School District Wellness Policy in early 2017. The revisions include new requirements under the U.S. Department of Agriculture (USDA) Healthy Hunger-Free Kids Act of 2010. The revisions also include new “USDA Smart Snacks” guidelines that restrict the sale of non-nutritious foods and beverages on school campus.

For more information about the Whole School, Whole Community, Whole Child (WSCC) Committee, an expansion of the Coordinated School Health Council, visit: www.sanjuan.edu/cshc. (EC sections 38085, 49430-49436, 49490-49493, 49500- 49505, 49510-49520, 49530-49536, 49547-49560, 49570, 51222-51223; BP 3550, 3553, 3554, 5030, 6142.2,6142.7)

Classroom Celebrations

The board recognizes that food and beverages are a part of classroom celebrations, parties, and special events. Schools and parents can work collaboratively to ensure healthy outside/privately purchased foods and beverages are provided at celebrations and events for our students. Parents and guardians shall check with the classroom teacher or administrator to ensure outside/privately purchased foods and beverages are within the district’s guidance on known and potential dietary restrictions and allergens, prior to bringing outside/privately owned food and beverages into the classroom. This requirement is relevant to celebrations during the school day, during off or on-campus activities. Class parties or celebrations shall be held after the lunch period when possible.

Transportation

The Transportation department is located at 3050 Orange Grove Avenue in North Highlands. The telephone number is (916) 971-7076. Office hours are Monday through Friday 7:30 a.m. to 4 p.m.

Dispatch can be reached at (916) 971-7743. Dispatch office hours are 5:30 a.m. to 5 p.m. Monday, Tuesday, Wednesday and Friday and 5:30 a.m. to 4 p.m. Thursday and 5:30 a.m. to 3 p.m. for extended school year programs.

Busing

San Juan Unified only provides transportation services as mandated by state and federal law.

Transportation services are only offered to pupils with disabilities who have transportation identified as a related service via their IEP and qualified homeless or foster youth students.

If your student with special needs is new to our district, please contact the Special Education department at (916) 971-7525 for additional information.

In order to ensure the safe transportation of your special needs child, the following procedures have been adopted and compliance is required.

1. Have your child ready and at the bus stop five minutes prior to the scheduled departure time. If your child is not ready, the driver will continue on the route. It is your responsibility to watch for the bus.
2. Please contact the Transportation department at (916) 971-7743 if your child will be absent and not riding the bus. Transportation services may be discontinued for students who do not ride the bus for three consecutive days.
3. If your child cannot be left alone in the afternoon, please be home and ready to receive your child at school dismissal time. Because of absenteeism, the drop off time will occasionally vary. If no one is home, the student will be returned to school and it will be your responsibility to pick your child up at the school.
4. If you should move or have a daycare change, please notify the Special Education department at (916) 971-7525 as soon as possible prior to the change request. Changes may take up to 10 days to implement.
5. Two to three days prior to the start of school, your child's school bus driver(s) will contact you with the pick up and drop off times. If you do not receive a phone call, please call the Transportation department at (916) 971-7743 for this information.
6. The bus driver will provide you with a Student Information Sheet ("leave alone" authorization) This form allows you to inform the Transportation department of concerns and requirements in regards to your child. Additionally, it notifies the department as to whether your child may be left at the bus stop without adult supervision in the afternoon. Children who have been assigned a bus attendant may not be left alone at a bus stop. A parent or other designated adult will be required to meet the bus. If you wish for your child



to be left without adult supervision, we must have the form delivered to the Transportation department before school starts. Please mail or deliver the form to the Transportation department at 3050 Orange Grove Ave., North Highlands, CA 95660.

7. Buses are not allowed to enter private property including driveways, parking lots and other privately owned areas. School bus stops will be designated at the safest location available by bus, as determined by Transportation department.

For additional information please refer to www.sanjuan.edu/transportation for specifics on parent and driver information.

Technology Services

Students who have questions about technology or need help with a district-issued device can visit portal.sanjuan.edu and click on the Technology Support tile. The Student Technology Support website gives parents and students a streamlined way to receive technology help by allowing students to create their own tickets and work with Technology Services staff to resolve their problems.

Safety

Our district is committed to maintaining a safe learning environment for all students. San Juan Unified utilizes several layers of strategic safety measures to maintain an academic environment that is secure and safe while creating a welcoming and inclusive climate with a culture of respect and student achievement.

Safe Schools Partnership with First Responders

The San Juan Unified Safe Schools Program partners with area first responders including Law Enforcement Agencies, Fire Departments and Emergency Medical Services. Law Enforcement Officers may be present on some of our school campuses to provide additional services including community engagement and to help with prevention and enforcement actions. School safety plans and emergency response protocols have been developed in collaboration with local first responders to ensure they meet institutional best practices.



Community Safety Specialists

The San Juan Unified Safe School Program employs Community Safety Specialists (CSS) who support school leadership to develop safe academic environments. Community Safety Specialists provide emergency training, complete school safety audits and investigate reports of threats to student safety. Community Safety Specialists are assigned to zones throughout the district. Each zone includes a high school along with the identified middle and elementary feeder schools allowing the Safety Specialist's goal to become an integral part of the school culture and a trusted member of the site safety team. Safety Specialists interact and establish relationships with students, parents, staff, visitors and neighbors. Safety Specialists assist with critical incidents that occur on school campuses and will liaise with law enforcement and/or fire personnel, when necessary.

Safety Plans and Teams

Each year all San Juan Unified schools will establish an active safety team that includes school leadership, district safety specialists, staff and student family representatives. School safety plans are reviewed and updated annually to provide improved safety measures, prevent problems and ensure staff respond effectively in case of an emergency.

Additional Safety Measures

Other safety measures at the schools include: strong behavior standards and enforcement, closed campuses, visitor access control, campus monitors, conflict resolution programs, counseling, active family organizations, student prevention programs and an emphasis on character education. Our district takes all instances of biased or hate-based speech, possession or furnishing controlled substances, possession of weapons, bullying and causing physical injury to others as very serious offenses.

District employees and volunteers who work regularly with students are fingerprinted and pass background checks and receive training regarding maintaining appropriate boundaries and interactions. All school campuses are closed and maintain a single point of entry that is monitored during the school day. Students must have permission to leave campus and all visitors must check in at the office to obtain the principal's permission to be on campus.



Partnership with First Responders

San Juan Unified partners with area first responders including all area Law Enforcement Agencies, Fire Departments and Emergency Medical Services. When appropriate and in accordance with the lawful completion of their duties, Law Enforcement Officers representing the Sacramento County Sheriff's Dept., Citrus Heights Police Dept., or the California Highway Patrol may be present on our school campuses to provide additional services including community engagement and to help with prevention and enforcement actions.

After Hour School Campus Safety

San Juan Unified school campuses are closed, secure environments open to students, their families, guardians and other public members (as permitted) during normal school hours. Before the school day, after dismissal or during non-school hours the campuses are closed and not open to the general public. Only those students, family members or public members participating in an approved school or district program or sponsored event may be on campus. Other public activities occurring on the school grounds are only allowed after approval through the campus use permit application process.

Students, family members, guardians and other public members are asked to leave campus as soon as safe after dismissal unless actively participating in an approved or sponsored program or even.

Families are encouraged to familiarize themselves with emergency plans and procedures at their students' schools including for after-school events and to develop similarly consistent emergency plans and procedures for their home. Families are encouraged to become involved in safety programs at their students' school and to discuss personal safety with their students, particularly safety at school.

Safety Concerns

If you notice a potentially unsafe school condition, or need to share a school or student safety concern, please report it immediately to the school principal or to the district's Safe School Program at (916) 971-7911. General concerns related to maintenance or after hours building safety may be reported to the district's maintenance/security operations division at (916) 971-7000. You may also submit safety concerns online by going to <https://mobile.catapultems.com/san-juan-usd/Schools>.

Secure Firearm Storage

This is a reminder for parents and legal guardians of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms safely and securely, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this section spells out California law regarding the storage of firearms. Please take some time to review this information and evaluate your own personal practices to ensure that you and your family comply with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are 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 injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.^[1]
 - Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.^[2]
- In addition to potential fines and terms of imprisonment, as of Jan. 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.^[3]
- Finally, 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.^[4]

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

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.

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

² See California Penal Code section 25100(c).

³ See California Civil Code Section 29805.

⁴ See California Civil Code Section 1714.3.



Bullying

If you suspect your child is being bullied, listen and take it seriously. Maintain open communication with your child. Document dates, times and details. Talk to your child's teacher or school administrator to resolve the situation. Maintain open communication with school and district staff and discuss steps taken. The law does not allow schools to discuss the discipline of other children.

Some concerns may not fit the legal definition of bullying. School and district staff will work with you to address these issues. Help your child develop skills to act assertively, not aggressively, in a bullying situation. Do not encourage physical retaliation.

Role model how to treat others with respect in the home and the community. For more information on bullying prevention, visit www.sanjuan.edu/bullying or call (916) 979-8623. For more information on problem resolution, contact Family and Community Engagement at (916) 971-7929.

Promoting Respect and Positive Body Image

San Juan Unified is committed to creating school environments where every student feels safe, respected and valued. This includes promoting healthy attitudes about body image and addressing behaviors such as body shaming—comments or actions that make fun of or criticize someone's appearance, even if intended as a joke. These behaviors can impact a student's confidence, sense of belonging and well-being. Our schools work to foster kindness and inclusion, teach respectful communication and provide support when concerns arise. We encourage families to reinforce these values at home and to reach out to school staff if their child needs support or experiences concerns.

Megan's Law

Megan's Law provides the public with information on the whereabouts of registered sex offenders so that community members may protect themselves and their children. The California Department of Justice's website (www.meganslaw.ca.gov) provides access to the information. In addition, the Sacramento County Sheriff's Department utilizes OffenderWatch®, a sex offender notification tool. The community can access OffenderWatch® through the Sacramento County Sheriff's Department's website (www.sacsheriff.com). Persons who are required to register as a sex offender and are a parent or guardian with a student enrolled may request for limited permission to engage in their student's education. All requests will be reviewed by the districts' legal services office and considered on a case by case basis. Registered sex offenders will not be permitted to act as a volunteers at school or school activities.



Emergency Communication

Our district has taken steps to ensure that our families can stay informed in the event of an emergency at school. We use an emergency messaging system to notify parents and guardians of situations at individual school campuses. This will usually be the first communication parents receive during an emergency situation. It is vital that schools have correct contact information to ensure families receive important emergency information in a timely manner.

In case of an emergency, families and members of the community should access our district's website at www.sanjuan.edu. Updates on critical situations will be placed on the home page.

Families are asked to use caution and good judgment when communicating directly with students via cell phone or text message during an emergency. Students engaged with cell phones may be distracted from critical instructions being given by school staff. Rumors among students are also hard to control during crisis situations. Families should rely on official information from our district notification system's phone calls or district statements to local media for the most accurate information.

How We Communicate About Immigration Enforcement on Campus

California law (SB 98) and California Education Code (Section 234.7) requires school districts to notify staff, students and parents/guardians if immigration enforcement officials are confirmed on a school campus. San Juan Unified will issue notifications only after district confirmation, and no personal information will be shared. Notices will be provided in multiple languages and sent promptly by phone, text, and email. Students should remain in class and follow staff directions, and families should not come to school unless requested. All visitors, including government officials, must check in at the office and follow campus procedures. The district does not collect or share information about a student or family's immigration status, and student records are protected under FERPA. Parents or guardians will be notified before any student interview whenever permitted by law. Learn more at www.sanjuan.edu/immigration.



Walkability and Bikeability Program

Our district conducts walkability/bikeability audits at elementary, K-8 and middle schools to support safe walking and biking to school and encourage a healthy lifestyle.

Audits include student tallies and family school trip surveys that assess current walk/bike travel routes and identify barriers to walking or biking. Audits provide an individualized school report that includes recommendations for infrastructure improvement projects, enforcement actions and educational and encouragement activities. Activities could include: International Walk to School Day, Bicycle Education, Fire up Your Feet classroom activities, Walking School Buses, Bicycle Rodeos and school-wide incentives that encourage healthy lifestyle choices. Audits are available to interested schools and conducted as funding allows.

School Closures

In unusual circumstances, such as severe weather or other emergencies, it may be necessary to close schools for the safety of students and staff. Whenever possible, the decision to close a school is made before school begins. Families will be notified by our district's automated phone calling system. Additional information will be available on our district website and via local news media. If it is necessary to close school after the school day begins, families will be contacted and informed on how, when and where their student can be picked up. For any school closure lasting, or anticipated to last longer than five days, families and guardians will receive notification regarding continuing education efforts.

E-Transportation Safety

Electric bikes (e-bikes) and other forms of e-transportation are becoming increasingly popular among students. To support student safety, the San Juan Unified has established guidelines for e-transportation devices on school campuses. Families are encouraged to review these expectations and discuss safe riding practices with their students before traveling to and from school.

The following expectations apply to all San Juan Unified campuses:

- Helmets are required for all riders.
- All wheeled transportation devices must be walked while on school property.
- E-motos are not permitted on any campus.
- Elementary, K-8 and middle school students may only ride Class 1 e-bikes.
- High school students may ride Class 1, 2 and 3 e-bikes, e-scooters and e-skateboards, provided they meet applicable age and licensing requirements under California law.

Students should always follow traffic laws, ride in the direction of traffic, yield to pedestrians and remain alert while traveling to and from school. For more information about e-bike classifications, safety requirements and district guidelines, visit www.sanjuan.edu/etransportation.



HEALTH SERVICES

Student Health Information

Our Health Services department believes that healthy children learn better. We serve as advocates for children by assisting families and communities to manage and minimize health concerns, thereby allowing students to achieve educational goals. As members of multidisciplinary teams, we promote education and knowledge by addressing health issues that are barriers to school attendance and participation.

Health Services personnel (school nurses, LVNs or health clerks) are not regularly available on school campuses. Credentialed School Nurses are available on an itinerant basis to assess the health needs, supervise the health care of students with specified health needs, and to administer health screenings (vision and hearing). Licensed Vocational Nurses (LVNs), when assigned to a school site, provide direct nursing services to students whose physician's orders, in collaboration with the District Health Services team, determine such services to be medically necessary.

It is imperative that parents or guardians complete the emergency card to fully inform the office staff and each teacher who works with their student(s) regarding any significant health problems. If your student requires specialized health care during the school day, you may be scheduled to meet with a school administrator, health services personnel and other school staff to design an individual plan.

Exemption from Physical Examination

For the health of all students, our district actively cooperates in measures necessary for the prevention and control of communicable diseases. However, a physical examination will not be given to a student whose parent or guardian requests this exemption in writing. (EC section 49403 and 49450- 49451)

Immunization Requirements

State law requires that for unconditional admission to school, all students under 18 must be fully immunized according to requirements of the state Department of Public Health. Immunizations required include:

K-12 Admission

Immunization ^{1,2,3}	Doses
Polio ⁴	4
DTap ⁵	5
Hep B ⁶	3
MMR ⁷	2
Varicella (Chicken Pox)	2

7th-12th

Immunization ^{1, 2, 3, 8}	Doses
Tdap	1

7th Grade Advancement

Immunization ^{1, 2, 3, 9, 10}	Doses
Tdap ⁸	1
Varicella (Chicken Pox) ¹⁰	2

1. Requirements for K-12 admission also apply to transfer pupils.
2. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
3. Any vaccine administered four or fewer days prior to the minimum required age is valid.
4. Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.
5. Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.
6. For seventh grade admission, refer to Health and Safety Code section 120335, subdivision (c).
7. Two doses of measles, two doses of mumps, and one dose rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.
8. For seventh-12th graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.

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9. For children in ungraded schools, pupils 12 years and older are subject to the seventh-grade advancement requirements.
 10. The varicella requirement for seventh grade advancement expires after June 30, 2025.

Immunization records may be entered into the California Immunization Registry (CAIR).

All other entering students that are not fully immunized according to our policy and schedule provided by the state Department of Health Care Services may be admitted only on the condition that they obtain any additional immunization(s) within specified time periods. Students may be exempted from immunization for medical reasons. A physician must submit verification for medical reasons. Students who do not comply with the requirements shall be excluded from school. In the event of an outbreak of a disease for which the student has not been immunized, they may be excluded from school for the period of communicability. If you have questions about your student's immunization record and/or admission status, please contact your student's school or Health Services at (916) 971- 7643. Additional information can be found at www.shotsforschool.org (EC section 49403 and 48216; BP 5141.3).

Immunization Resources San Juan Central Immunization Clinic

Please see the San Juan Unified District Health Services website for updated community resources for student and/or family immunizations at www.sanjuan.edu/immunization.

Human Papillomavirus (HPV)

Human papillomavirus (HPV) is a very common virus that eight out of 10 people will get at some point in their lifetime. Some HPV infections can lead to cancer later in life. Only cervical cancer, one of the cancers caused by HPV, can be detected early with a Pap test. The other cancers caused by HPV (cancers of the throat, genitals, or anus) may not be detected until they are more serious. HPV vaccination prevents infections that cause these cancers. HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. With more than 135 million doses given in the U.S. since 2006, HPV vaccine has a long safety record that's backed by over 15 years of monitoring. Common side effects are mild and get better within a day or two. These include pain, redness, or swelling where the shot was given, similar to other vaccines.

Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It's also recommended by the American Cancer Society and California's Cancer Prevention Act. Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of nine to 12 years, and the second dose should be given before the start of 8th grade. (Kids who wait until later to get their first dose of HPV vaccine may need three doses.) The HPV vaccine is often given at the same time as other



adolescent vaccines, like Tdap to prevent whooping cough and meningococcal vaccine to prevent bacterial meningitis.

Ask your health care provider, pharmacist, or local health department to learn more about HPV vaccine and where you can get it. The vaccine is covered by most health insurance plans. If you don't have health insurance, your child can still get vaccinated. The Vaccines for Children (VFC) Program offers free vaccines to children up to age 18 years without insurance or whose insurance does not cover the cost of vaccines. For more information on HPV, the vaccine, and cancer prevention, visit www.cdc.gov/hpv/.

Contagious or Infectious Disease

A student may be sent home if they are believed to have recognized contagious or infectious disease. The student shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious. (EC section 49451; BP 5112.2)

Administering Medication

A designated school employee may administer medication (prescription and over-the-counter) during the school days only upon written request of both the physician and parent(s) or guardian, detailing the student name, medicine name, method of delivery, amount and time the medication is to be taken. (EC section 49423-49425; BP 5141.21)

Medication will be administered only to students whose parent or guardian and physician deem it necessary for potentially life-threatening medical conditions or for those who need medication administered during the school day in order to interact appropriately at school. Authorization forms for medication are available in each school office and on our district's website. Authorization forms must be renewed annually, and are in effect from Aug. 1 to July 31 of the following year.

Medications must be brought to the school office in their original container labeled with the student's name. Parents or guardians are encouraged to ask the student's physician to prescribe long-acting medication, if possible, so that medication does not need to be given at school.

If a student who has been diagnosed with seizures, a seizure disorder, or epilepsy has been prescribed emergency anti-seizure medication, the student's parent or guardian may request that a designated volunteer at the student's school be trained to administer emergency anti-seizure medication to their child if the student is suffering from a seizure. A parent or guardian would be required to provide a seizure action plan prior to the administration of emergency anti-seizure medication or therapy. (Assembly Bill 1810)

Continuing Medication

State law requires that parents or guardians notify the school when their student is on continuing medication for a non-episodic condition (such as asthma, hyperactivity, diabetes or epilepsy). (EC section 49480)

Evaluation of Vision

To ensure their ability to learn and address any visual challenges as early as possible, San Juan Unified will evaluate the vision of each student, including tests for visual acuity and color vision, upon first enrollment and at least every third year thereafter, for students in grades TK/K, 2, 5 and 8. The evaluation may be waived upon parent or guardian request and/or presentation of an appropriate certificate from a physician or optometrist.

Parents or guardians will be notified if their student fails the vision screening test. (EC section 49450-49457)

Evaluation of Hearing

To ensure their ability to learn and address any hearing challenges as early as possible, San Juan Unified will evaluate the hearing of each student in grades 1, 2, 5, 8 and 10 by an authorized individual or agency. The evaluation may be waived upon parent request. Parents or guardians will be notified if their student fails the hearing screening test. (EC section 49452 and 49454)

Dental Health

To make sure your student is ready for school, California law requires students to have an oral health assessment by May 31 in kindergarten or first grade, whichever is their first year in public school. Assessments occurring within the 12 months before your student enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

Students at some schools may receive a complimentary dental exam in conjunction with a dental education program. A dental exam will not be given to any student whose parent or guardian requests an exemption in writing. A separate program that may provide treatment and referrals may be available at some school sites and done only if the parent provides permission. (EC section 49452.8)



Life-Threatening Allergies

San Juan Unified School District is aware that anaphylactic reactions, most often caused by exposure to substances to which a student is allergic, can be life threatening. The sources of these allergens are typically food, medicines, insects and latex. The risk of accidental exposure to these allergens can be reduced in the school setting when school staff, students, families and physicians work together to minimize risks and provide a safe environment.

When a student has a life-threatening allergy, it is the responsibility of the parent or guardian to inform the school staff of the student's allergic condition. The student's physician will establish specific treatment procedures and provide these to the school. School staff will be made aware of these procedures and be knowledgeable about the location of necessary medications and their administration.

Training shall be provided to school site staff to recognize the reactions, follow the written procedures and be aware of our district guidelines regarding life-threatening allergies. Our staff will work with families on an individual basis to accommodate the needs of the student with allergies/potential anaphylactic reactions and diminish the risk of accidental exposure to their specific allergens. A risk-free environment cannot be guaranteed. (EC section 49403, 49414, 49423, 49423.5 and 4923.6; BP 5141.21;CCR Title 8: 5193)

Undiagnosed Anaphylaxis

Anaphylaxis is a severe allergic reaction which can occur after exposure to an allergen, an insect sting or even rarely after exercise. Without immediate administration of epinephrine and medical attention, death could occur. Individuals may experience anaphylaxis that have no known previous history to an allergy and therefore, may not have their own prescription.

Legislation allows for a school nurse or a trained volunteer to administer an epinephrine auto injector to an individual who is exhibiting potentially life-threatening symptoms of anaphylaxis after exposure or ingestion of an allergen. Training on signs and symptoms of anaphylaxis, how to administer the epinephrine auto-injector, calling EMS (911) and any follow up documentation or actions required will be provided to volunteers. (EC section 49414; SB 1266)



Opioid Awareness

In September 2022, the California Department of Public Health issued a health alert about the concerning trend around brightly-colored fentanyl (referred to as “rainbow” fentanyl).

In 2021, more than 71,000 people died from synthetic opioid-related drug overdose in the United States, according to provisional data from the Centers for Disease Control and Prevention (CDC). Recent data suggest that numbers continue to increase each year.

Fentanyl is a synthetic opioid that is up to 50 times stronger than heroin and 100 times stronger than morphine. Fentanyl is a major contributor to drug overdose deaths. Based on preliminary 2021 data, there were 6,843 opioid-related overdose deaths in California; 5,722 of these deaths were related to fentanyl. In 2021, there were 224 fentanyl-related overdose deaths among teens, ages 15–19 years old, in California.

Recently, “rainbow” fentanyl, has begun circulating in illegal markets. “Rainbow” fentanyl can be found in many forms, including pills, powders, and blocks that can resemble sidewalk chalk or candy. Regardless of appearance or color, any pill that does not come from a health care provider or pharmacist could contain fentanyl and be deadly. (EC section 48985.5)

Emergency Opioid Overdose Prevention

Opioid overdose continues to be a major public health problem in the United States. The California Department of Health Care Services created the Naloxone Distribution Project (NDP) to provide schools emergency medication to combat opioid overdose-related deaths throughout the state. The school nurse or other trained designated individual may provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. The medication is only administered by nasal spray or auto-injector. (Education Code 49414.3)



Management of Diabetes

The parent or guardian is responsible for informing school staff (including before and after school programs) of their student's diabetic condition. The student's physician will establish specific treatment procedures and provide these to the school in a Diabetes Medical Management Plan (DMMP). Parents and/or guardians must provide all necessary supplies (including emergency carbohydrates) for safe management of student's care as outlined by the DMMP. Designated school staff will be made aware of these procedures and be knowledgeable about the location of necessary supplies, medications and their administration. If necessary, a Credentialed School Nurse will create an Individualized Healthcare Plan for the student. Diabetic training materials will be made available by the district in partnership with the Credentialed School Nurse. If prescribed by a medical provider, students may wear a Continuous Glucose Monitor (CGM). Parents and/or guardians are responsible for maintenance and calibration of all equipment per the medical provider's orders. School district staff are not required to continually monitor individual CGM readings at all times. School staff will respond to audible alarms set per the medical provider's orders. If school district nursing staff administers insulin, medical provider orders must be followed. If you feel your child requires additional assistance during the school day that is not covered in the DMMP, please contact your student's Credentialed School Nurse or the San Juan Unified Health Services office at (916) 971-7643. More information on diabetes management in schools is available on the California Department of Education website: <https://www.cde.ca.gov/ls/he/hn/diabetesmgmt.asp> (EC section 49452.7)

Voluntary Student Accident Insurance

San Juan Unified School District does not provide any insurance to cover injuries that students may sustain at school or while participating in athletic events. Our district recommends that families consider purchasing this type of insurance coverage for their child. By state law, any student participating in interscholastic sports must have adequate medical insurance.

If you would like to purchase student athletic/accident insurance, please contact Student Insurance USA. The application, description of benefits and claim forms can be accessed online at www.studentinsuranceusa.com. Click on "Insurance" from the drop down menu then choose "K-12 Application Online Enrollment" and scroll down for coverage highlights and options. For questions, please call Student Insurance at (310) 826-5688 or email at sirep@studentinsuranceusa.com. Enrollment in the Student Insurance Company program is voluntary. (EC section 49470-49472; BP 5143)

Married, Pregnant and/or Parenting Students

Married, pregnant and/or parenting students retain the right to participate in any comprehensive school or educational program. The classroom setting is the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or their child. Additional information regarding services to married, pregnant and/or parenting students can be found in the rights and responsibilities section of this handbook or by contacting a counselor at your student's school, the Family and Community Engagement Office at (916) 971-7929 or the Central Enrollment Office at (916) 726-5826. (BP 5146)

Confidential Medical Services

By law, a student may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian, except as provided for by law. (EC section 46010.1)

Health Services Reimbursement

San Juan Unified, in cooperation with the California Department of Health Care Services and California Department of Education, has a program that allows our district to be reimbursed with federal Medicaid dollars for selected health services (such as health treatments and health assessments) provided to eligible students at school.

In accordance with local education agency rules and guidelines, we are notifying you that eligible student records may be forwarded to our district's billing agency in a confidential manner (Federal Health Insurance Portability and Accountability Act compliant). School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents and guardians will never be billed for services by the San Juan Unified School District.

ADDITIONAL NOTICES

Pest Management

The Healthy Schools Act of 2000 requires school districts to notify families of pesticides they expect to apply during the year. San Juan Unified and our pest management contractors practice Integrated Pest Management (IPM) for pest problems on school premises. Our IPM is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties.

Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

Due to the low toxicity of most of these pesticides, many are exempt from the reporting process. It is our long-standing practice to use the least toxic, most effective, means available to prevent or eliminate pest control problems. When pest populations are not appropriately controlled with these exempt pesticides, the chemicals listed below and in the most recently posted IPM may be used.

Advance Granular Ant - Abamectin, Advion Roach Gel Bait - Indoxacarb, Advion Ant Gel Bait - Indoxacarb, Alpine WSG - Dinotefuran, Bifen 5388-118 - Crawling, Cidetrak IMM - Tetradecadien, Delta Dust - Deltamethrin, Essentria ICP Pro Rosemary Oil, Evergreen - Pyrethrins, Gentrol IGR - Hydroprone, Liqua-Tox - Sodium salt of Diphacinone, Maxforce Ant Station - Fipronil, Maxforce Roach Station - Hydramethylnon, Maxforce Fly Bait - Imidacloprid, Maxforce Fly Spot - Imidacloprid, Niban - Boric Acid, Nyguard IGR - Methyl Pyridine, PBO-8 - Piperonyl Butoxide, Selontra - Cholecalciferol, Suspend SC - Deltamethrin, Taurus SC - Deltamethrin, Tempo Ultra WP - Cyfluthrin, Terad 3 AG Blox - Cholecalciferol, Tengard SFR - Permethrin, Termidor - Fipronil, ULD BP 300 – Pyrethrins

A site registry will be established for those wishing to receive notification prior to the use of IPM materials. To receive prior notification, please complete our Request for Pesticide Application Notification form by visiting www.sanjuan.edu/IPM.

If you do not have access to the internet, please mail a letter to the San Juan Unified Maintenance and Operations IPM Coordinator at 6135 Sutter Ave, Carmichael, CA 95608. In the letter, include the following:

- School Name
- Applicant's Name
- Date
- Resident's Address

- Best Contact Number
- Email Address

Except in emergencies, everyone on this registry will receive at least 24-hour notification prior to pesticides being applied at their school. You can find out more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's website at www.cdpr.ca.gov. If you have any questions, please contact Robert Walker, our district's IPM Coordinator at (916) 971-5720.

Availability of Asbestos Management Plans

San Juan Unified has a district wide asbestos containing building material (ACBM) assessment management plan. This asbestos management plan is in compliance with rules and regulations of the United States Environmental Protection Agency (EPA) and, more specifically, Asbestos Hazard Emergency Response Act (AHERA), enacted October 1987.

The management plan was developed from the physical inspections and surveys conducted from 1988 through present, of all schools/site facilities within the San Juan Unified. All ACBM has been posted with warning labels to alert building occupants and maintenance personnel, who in the course of their work, may disturb the ACBM. The inspection survey and sample data was compiled into a management plan for each individual district school/site location.

Each management plan is available for review at each school office or San Juan Unified Maintenance and Operations at 6135 Sutter Avenue, Carmichael, CA 95608.

Any person who may have question or concern in regards to the AHERA management plan or documentation on any abatement project is welcome to call Maintenance and Operations at (916) 971-7000.

Parent and Family Engagement

Hard copies and translated copies of the Local Educational Agency (LEA) Parent and Family Engagement Policy are available upon request.



Uniform Complaint Procedure Annual Notice

San Juan Unified annually notifies its students, employees, parents or guardians of its students, district advisory committees, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

The district has the primary responsibility for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and section 11135 of the Education Code, and including any actual or perceived characteristic as set forth in section 422.55 of the Penal Code, 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 an educational institution, as defined in section 210.3 of the Education Code, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues In LEAs Exempt From Licensing

- Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy.
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. Complaints alleging harassment, discrimination, intimidation, or bullying by or against a student on the basis of the complainant's protected status must be filed within six months of the date the complainant knew or should have known of the alleged conduct.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Fhanysha Clark Gaddis, General Counsel
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110
LegalServices@sanjuan.edu

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in San Juan Unified School District.

Responsibilities of the San Juan Unified School District

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.



We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE). We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California *Health and Safety Code* (HSC)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Student Fees

San Juan Unified shall follow uniform complaint procedures when addressing complaints alleging a failure to comply with state or federal law or regulations, including allegations that a student has been required to pay a student fee for participation in an educational activity, other than those fees, deposits or other charges allowed by law.

Williams Settlement

The Williams Settlement is a settlement of a class action lawsuit against the State of California claiming the State failed to provide poor and underprivileged students with equal educational opportunities. The Williams Settlement applies to all schools in California and addresses sufficiency of textbooks and instructional materials, facility conditions, the vacancy or misassignment of teachers.

Each district classroom has posted the Williams Settlement notice outlining minimum instructional standards including sufficient textbooks, instructional materials, teacher vacancies, staffing misassignments, facilities and complaint procedures. (EC sections 35186 and 60119)

Williams Complaints

A complaint alleging any condition(s) specified in the Williams Settlement should be filed with the school principal or designee. The principal or designee will make all reasonable efforts to investigate any problem within their authority.

The principal or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that they would like a response to their complaint, the principal or designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the superintendent or designee.

If a complainant is not satisfied with the resolution of the complaint, they may describe the complaint to the governing board in open session at a regularly scheduled board meeting.

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students as described above, a complainant who is not satisfied with the resolution proffered by the principal, district superintendent or designee, may file an appeal to the Superintendent of Public Instruction. Complaints and written responses shall be public records.

A complaint form may be obtained at the school office, district office or downloaded from the San Juan Unified School District's website at www.sanjuan.edu. A copy of the California Department of Education complaint form may be downloaded from the following website: www.cde.ca.gov/re/cp/uc/index.asp (AR 1312.4)



Nutrition Services Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Ave., SW Washington, D.C. 2025-9410
2. Fax: (202) 690-7442
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Earned Income Tax Credit Information Act

Below is the specific language that local education agencies must include when notifying households about the EITC. This language is in the California Revenue and Taxation Code section 19854:

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



797 or any other necessary forms and instructions, contact the IRS by calling (800) 829-3676 or through its website at www.irs.gov.

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

There are many options for notifying households about the EITC which may include in-person, electronic, mail flyers or by phone.

If you have questions regarding this subject, please contact the IRS by phone at (800) 829-3676 or through its website at www.irs.gov. You can also contact the Franchise Tax Board by phone at (800) 852-5711 or through its website at www.ftb.ca.gov.

For eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at www.ftb.ca.gov.



Professional Standards

(BP4119.21)

The governing board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students, staff, and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate. The board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill their responsibilities and should focus on their contribution to the learning and achievement of district students.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student or staff member is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information.
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities.

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12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency or during scheduled work breaks. Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voicemail, are not private. To ensure proper use, the superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.
 13. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
 14. Wearing inappropriate attire.

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.



SCHOOL DIRECTORY

Early Childhood Education / Preschool

School Name	Address	Phone Number
Marvin Marshall Preschool and Children's Center	5309 Kenneth Ave. Carmichael, CA 95608	(916) 971-7375
General Davie, Jr. Primary Center	1500 Dom Way Sacramento, CA 95864	(916) 979-8850

Elementary and TK-8 Schools

School Name	Address	Phone Number
Albert Schweitzer Elementary School	4350 Glenridge Drive Carmichael, CA 95608	(916) 971-7094
Arlington Heights Elementary School	6401 Trenton Way Citrus Heights, CA 95621	(916) 971-5234
Cambridge Heights Elementary School	5555 Fleetwood Drive Citrus Heights, CA 95621	(916) 979-8000
Cameron Ranch Elementary School	4333 Hackberry Lane Carmichael, CA 95608	(916) 971-5302
Carmichael Elementary School	6141 Sutter Ave. Carmichael, CA 95608	(916) 971-5727
Carriage Drive Elementary School	7519 Carriage Drive Citrus Heights, CA 95621	(916) 971-5241
Charles Peck Elementary School	6230 Rutland Drive Carmichael, CA 95608	(916) 979-8570



School Name	Address	Phone Number
Cottage Elementary School	2221 Morse Ave. Sacramento, CA 95825	(916) 971-5306
Cowan Fundamental Elementary School	3350 Becerra Way Sacramento, CA 95821	(916) 979-8240
Coyle Avenue Elementary School	6330 Coyle Ave. Carmichael, CA 95608	(916) 979-8012
Del Dayo Elementary School	1301 McClaren Drive Carmichael, CA 95608	(916) 971-5323
Del Paso Manor Elementary School	2700 Maryal Drive Sacramento, CA 95821	(916) 979-8330
Deterding Elementary School	6000 Stanley Ave. Carmichael, CA 95608	(916) 979-8138
Dyer-Kelly Elementary School	2236 Edison Ave. Sacramento, CA 95821	(916) 971-7150
Earl LeGette Elementary School	4623 Kenneth Ave. Fair Oaks, CA 95628	(916) 979-8430
Gold River Discovery Center K-8	2200 Roaring Camp Drive Gold River, CA 95670	(916) 971-5349
Grand Oaks Elementary School	7901 Rosswood Drive Citrus Heights, CA 95621	(916) 971-5208
Green Oaks Fundamental Elementary School	7145 Filbert Ave. Orangevale, CA 95662	(916) 979-8209
Greer Elementary School	1300 Bell St. Sacramento, CA 95825	(916) 971-7157
Harry Dewey Fundamental Elementary School	7025 Falcon Road Fair Oaks, CA 95628	(916) 971-7020
Howe Avenue Elementary School	2404 Howe Ave. Sacramento, CA 95825	(916) 971-5165



School Name	Address	Phone Number
Kingswood K-8 School	5700 Primrose Drive Citrus Heights, CA 95610	(916) 971-5246
Lichen K-8 School	8319 Lichen Drive Citrus Heights, CA 95621	(916) 971-5237
Mariemont Elementary School	1401 Corta Way Sacramento, CA 95864	(916) 971-7360
Mariposa Elementary School	7940 Mariposa Ave. Citrus Heights, CA 95610	(916) 971-5212
Mission Avenue Open Elementary School	2925 Mission Ave. Carmichael, CA 95608	(916) 971-5362
Northridge Elementary School	5150 Cocoa Palm Way Fair Oaks, CA 95628	(916) 971-7066
Oakview Community Elementary School	7229 Beech Ave. Orangevale, CA 95662	(916) 979-8215
Orangevale Open K-8 School	5630 Illinois Ave. Fair Oaks, CA 95628	(916) 979-8067
Ottomon Elementary School	9460 Ottomon Way Orangevale, CA 95662	(916) 979-2228
Pasadena Elementary School	4330 Pasadena Ave. Sacramento, CA 95821	(916) 971-7373
Pershing Elementary School	9010 Pershing Ave. Orangevale, CA 95662	(916) 979-8076
Sierra Oaks K-8 School	171 Mills Road Sacramento, CA 95864	(916) 971-7390
Skycrest Elementary School	5641 Mariposa Ave. Citrus Heights, CA 95610	(916) 971-5098
Starr King K-8 School	4848 Cottage Way Carmichael, CA 95608	(916) 971-7320



School Name	Address	Phone Number
Thomas Edison Language Institute	2950 Hurley Way Sacramento, CA 95864	(916) 979-8960
Thomas Kelly Elementary School	6301 Moraga Drive Carmichael, CA 95608	(916) 971-7041
Trajan Elementary School	6601 Trajan Drive Orangevale, CA 95662	(916) 971-5200
Twin Lakes Elementary School	5515 Main Ave. Orangevale, CA 95662	(916) 971-7143
Whitney Avenue Elementary School	4248 Whitney Ave. Sacramento, CA 95821	(916) 971-7407
Woodside K-8 School	8248 Villa Oak Drive Citrus Heights, CA 95610	(916) 971-5216

Middle Schools

School Name	Address	Phone Number
Andrew Carnegie Middle School	5820 Illinois Ave. Orangevale, CA 95662	(916) 971-7853
Arcade Middle School	3500 Edison Ave. Sacramento, CA 95821	(916) 971-7300
Arden Middle School	1640 Watt Ave. Sacramento, CA 95864	(916) 971-7306
John Barrett Middle School	4243 Barrett Road Carmichael, CA 95608	(916) 971-7842
Katherine Johnson Middle School	2641 Kent Drive Sacramento, CA 95821	(916) 971-5500



School Name	Address	Phone Number
Louis Pasteur Fundamental Middle School	8935 Elm Ave. Orangevale, CA 95662	(916) 971-7891
Sylvan Middle School	7085 Auburn Blvd. Citrus Heights, CA 95621	(916) 971-7873
Will Rogers Middle School	4924 Dewey Drive Fair Oaks, CA 95628	(916) 971-7889
Winston Churchill Middle School	4900 Whitney Ave. Carmichael, CA 95608	(916) 971-7324

High Schools

School Name	Address	Phone Number
Bella Vista High School	8301 Madison Ave. Fair Oaks, CA 95628	(916) 971-5052
Casa Roble Fundamental High School	9151 Oak Ave. Orangevale, CA 95662	(916) 971-5452
Del Campo High School	4925 Dewey Drive Fair Oaks, CA 95628	(916) 971-5664
El Camino Fundamental High School	4300 El Camino Ave. Sacramento, CA 95821	(916) 971-7430
Encina High School	1400 Bell St. Sacramento, CA 95825	(916) 971-7538
Mesa Verde High School	7501 Carriage Drive Citrus Heights, CA 95621	(916) 971-5288
Mira Loma High School	4000 Edison Ave. Sacramento, CA 95821	(916) 971-7465



School Name	Address	Phone Number
Rio Americano High School	4540 American River Drive Sacramento, CA 95864	(916) 971-7494
San Juan High School	7551 Greenback Lane Citrus Heights, CA 95610	(916) 971-5112

Alternative Learning Centers

School Name	Address	Phone Number
El Sereno High School	10700 Fair Oaks Blvd. Fair Oaks, CA 95628	(916) 971-5060
La Entrada Continuation High School	5320 Hemlock St. Sacramento, CA 95841	(916) 979-8050
Meraki High School	10700 Fair Oaks Blvd. Fair Oaks, CA 95628	(916) 971-5001

Charter Schools

School Name	Address	Phone Number
Choices Charter School	4425 Laurelwood Way Sacramento, CA 95864	(916) 979-8378



Special Education Centers

School Name	Address	Phone Number
Laurel Ruff Transitional School	5325 Garfield Ave. Sacramento, CA 95841	(916) 971-7586
La Vista Center	4501 Bannister Road Fair Oaks, CA 95628	(916) 971-5221
Ralph Richardson Center	4848 Cottage Way Carmichael, CA 95608	(916) 971-7411

Adult Education

School Name	Address	Phone Number
Encina Adult Center	1400 Bell St. Sacramento, CA 95825	(916) 979-8311
Sunrise Tech Center	7322 Sunrise Blvd. Citrus Heights, CA 95610	(916) 971-7654



2026-27 STUDENT CALENDAR

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

★ First/Last Day of School

Federal or State Holiday
(No School)

School Recess or
Local Holidays
(No School)

Summer Break



Holidays

- **Sept. 7** – Labor Day
- **Nov. 11** – Veterans' Day (Observed)
- **Nov. 26** – Thanksgiving Day
- **Dec. 25** – Christmas Day
- **Dec. 21 – Jan. 4** – Winter Recess
- **Jan. 1** – New Year's Day
- **Jan. 18** – Martin Luther King Jr. Day
- **Feb. 15** – Presidents' Day
- **Feb. 16** – Lincoln's Birthday (Observed)
- **March 26** – Local Holiday
- **May 31** – Memorial Day

Non-instructional days

- **Aug. 11** – Staff Development Day
- **Aug. 12** – Teacher Work Day
- **Oct. 5** – No School
- **Nov. 12 - 13** – No School
- **Nov. 23 – 27** - Thanksgiving Break
- **Dec. 21 – Jan. 4** - Winter Recess
- **Feb. 15 – 19** – Presidents Week Break
- **March 22 – 26** – Spring Break
- **April 23** – No School