Aromas-San Juan Unified School District
Annual Parents' Rights and Responsibilities Notice
2026-27 School Year

Aromas-San Juan Unified School District Office

Barbara Dill-Varga, Ed.D., Superintendent
2300 San Juan Highway
San Juan Bautista, CA 95045
Ph: 831-623-4500 | Fax: 831-623-4907 | Web: www.asjusd.org

Governing Board:

Anissa Dizon, Board President
Casey Powers, Board Clerk
Kristen Schaefer, Trustee
Jennie Clayton, Trustee
Jessie O'Malley Solis, Trustee

Anzar High School (9-12th Grade)
2000 San Juan Highway
San Juan Bautista, CA 95045
Ph: 831-623-7660 | Fax: 831-623-7676

Aromas School (TK – 8th Grade)
365 Vega Street (PO Box 216)
Aromas, CA 95004
Ph: 831-726-5100 | Fax: 831-726-3040

San Juan School (TK – 8th Grade)
100 Nyland Drive
San Juan Bautista, CA 95045
Ph: 831-623-4538 | Fax: 831-623-0614

Mi Escuelita Preschool
Classrooms Located at Aromas School and San Juan School
Aromas Ph: 831-726-5100
San Juan Ph: 831-623-4538 x 234

Aromas-San Juan Unified School District is required to annually notify parents and guardians of their rights and responsibilities, pursuant to California Education Code 48980. Please continue reading below to review these **Parents' Rights and Responsibilities** and then please check the box in the Annual Update/Data Confirmation to acknowledge your receipt and review of these notices.

ASJUSD recognizes that parent or guardian involvement in their child's education is integral to student success. The District looks forward to a successful and positive school year, made possible by the dedicated efforts of all staff, students, and parents/guardians.

If you require a paper copy of the Annual Parents' Notice, please contact your child's school site secretary or principal.

AROMAS-SAN JUAN UNIFIED VISION STATEMENT:

We cultivate an inclusive and vibrant community to empower today's students to thrive in tomorrow's world.

AROMAS-SAN JUAN UNIFIED MISSION STATEMENT

Through a safe and supportive environment in partnership with students, families, staff, and community, we are committed to:

- Attracting, supporting, and retaining inspiring and innovative staff and students who embrace our small community as a strength.
- Promoting social and emotional health and positive relationships.
- Fostering resilience and challenging students to achieve their full potential.
- Inspiring creativity, curiosity, critical thinking, technological literacy and a strong work ethic for success in an ever-changing world.
- Preparing leaders to be positive, contributing members of society.

The references this booklet include the following codes:	
BP: District Board Policy	BPC: Business and Professions Code
AR: Administrative Regulation	FAC: Food and Agriculture Code
EC: Education Code	USC: United States Code
HSC: Health and Safety Code	CFR: Code of Federal Regulations
PC: Penal Code	ESEA: Elementary and Secondary Education Act [20 USC 7114(D)(7)]
WIC: Welfare and Institutions Code	PPRA: Pupil Privacy Rights Amendment
CCR: California Code of Regulations	FERPA: Family Educational Rights and Privacy Act
CC: Civil Code	PPACA: Patient Protection and Affordable Care Act [PL 111-148]
FC: Family Code	Title VI: Title VI of the Civil Rights Act of 1964 [42 USC 1981]
GC: Government Code	Title IX: Title IX Educational Amendments of 1972
VC: Vehicle Code	IDEA: Individuals with Disabilities Education Act
LC: Labor Code	504: Section 504 of the Rehabilitation Act of 1973 [29 USC 794(a)]
	EOA: Equal Opportunities Act [20 USC 1701]

EMERGENCY COMMUNICATION SYSTEMS FOR PARENT/GUARDIANS

In the event of an emergency, please access the following:

San Benito County Sheriff's Office of Emergency Services:
https://www.sanbenitocountyca.gov/departments/office-of-emergency-services-oes-and-emergency-medical-services

San Benito and Santa Cruz County Community Alert System:
https://www.scr911.org/general/page/community-alert-systems-santa-cruz-san-benito-counties

Monterey County Office of Emergency Services:
https://www.countyofmonterey.gov/government/departments-a-h/department-of-emergency-management
Sign up for Monterey County Emergency Alerts: https://alertmontereycounty.genasys.com/portal/en

District Communications: In the event of an emergency or other necessary communications, the District utilizes Parent Square which contacts all parents/guardians via Voice Maile, Text and E-mail based on the contact information provided to the District and School. It is important for parents/guardians to update this information and verify the accuracy in the Aeries Portal.

IMPORTANT DATES AND MINIMUM DAYS

At the beginning of the first semester or trimester of the regular school term, the Board of Education shall notify parents/guardians of all pupils of the schedule of minimum days and pupil-free staff development days for the 2026-27 school year.

First Day of School: August 13, 2026

Last Day of School: June 11, 2027

Staff Development Days (No Classes):

- October 5, 2026
- January 11, 2027

Teacher Work Days (No Classes):

- ANZAR ONLY January 25, 2027
- AROMAS, SAN JUAN, PRESCHOOL: March 8, 2027

Holidays/School Recess Days (No Classes):

- September 7, 2026: Labor Day
- November 11, 2026: Veteran's Day (Observed)
- November 23-27, 2026: Thanksgiving Holiday
- December 21, 2026 – January 8, 2027: (School Resumes January 11, 2027) Winter Recess
- January 18, 2027: Martin Luther King's Birthday
- February 15 – 19, 2027: President's Holiday Break
- March 22 – 26, 2027: Spring Recess
- May 31, 2027: Memorial Day

Districtwide Minimum Days are Thursdays:

- TK-8th Grade Release: 1:15 PM
- 9th – 12th Grade Release: 3:05 PM

School Specific Minimum Days:

- Elementary/Middle School (TK-8th) November 16-20, 2026 and March 17-19, 2027
- Anzar High School: Nov 18 and Dec. 16-18, 2026, May 12 and June 9-11, 2027

Aromas/San Juan Unified School District

2026-27 Academic School Year

JULY 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jul 3: Independence Day Holiday Observed

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	**13**	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 10-11: All Staff Development Day
Aug 12: Teacher Work Day
Aug 13: First Day of School
Early Release Thursday
Student Days: 13

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sep 7: Labor Day/No School

Student Days: 21

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct 5: All Staff Development Day
NON STUDENT DAY

Student Days: 21

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov 11: Veteran's Day/No School

Nov 23-27: Thanksgiving Recess/No Scho

Student Days: 15

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec 21-Jan 8: Winter Holiday
Student Days: 14
Semester 1: *84 Student Days*

JANUARY 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	**12**	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 11: Teacher Development Day/Non Student Day
Jan 12: Students Return from Winter Break
Jan 18: Martin Luther King, Jr. Day/No School
Jan 25: HIGH SCHOOL Teacher Work Day
HIGH SCHOOL Non Student Day

Student Days: 12 High School/13 Elementary

FEBRUARY 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 15-19: February Break/President's Day

Student Days: 15

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	**29**	30	31			

March 8: ELEMENTARY Teacher Work Day
ELEMENTARY Non Student Day
March 29: Students Return from Spring Break
March 22-26: Spring Break
Student Days: 18 High School/17 Elementary

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Student Days: 22

MAY 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 31: Memorial Day Holiday

Student Days: 20

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	**11**	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 11: Last Day of School
June 14: Teacher Work Day
June 19: Juneteenth Observed
Student Days: 9
Semester 2 *: 96 Student Days*
YEAR: *180 Student Days*

EARLY RELEASE THURSDAY SCHEDULE
SCHOOL HOLIDAYS/NON STUDENT DAYS
TEACHER WORK DAYS/NON STUDENT DAYS/Check Grade Levels
STAFF DEVELOPMENT DAY/NON STUDENT DAYS
FIRST/LAST DAY OF SCHOOL

Board Approved: Oct. 9, 2024

IMPORTANT CONTACT INFORMATION

District Contact Information

Our goal at ASJUSD is to help our parents and community members get answers to questions they may have or receive help in solving problems or addressing concerns should they arise. Please click here for detailed information on steps to take when you have a concern or complaint.

Communication with the Board of Education

Information about the Board of Education can be found on the Board page of our website which includes information on how to communicate with Board members, the approved calendar of Board Meetings and links to board meeting agendas. All agendas, meeting information and adopted board policies can be found on GAMUT.

Sexual Harassment Contact

The Aromas-San Juan Unified School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to including dismissal. The following links will direct you to the district's sexual harassment policy (BP 4119.11) and administrative regulation (AR 4119.11). To report incidents of sexual harassment, contact Anne Siri, Human Resources Director at:

Aromas-San Juan Unified School District
Human Resources Director
2300 San Juan Highway
San Juan Bautista, CA 95004
(831)623-4500 x 1212
asiri@asjusd.org

Uniform Complaint Contact:

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 – Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with the law.

Aromas-San Juan Unified School District
Human Resources Director
2300 San Juan Highway
San Juan Bautista, CA 95004
(831)623-4500 x 1212
asiri@asjusd.org

Williams Complaint Contact

Parents, guardians, pupils, teachers, or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that the individuals express their concerns to the school principal before completing compliant forms to allow the school to respond to these concerns. The district has developed a document outlining the steps to follow when you have a complaint or concern as well as a flowchart below. The individual responsible for processing complaints at the district level may be contacted at:

Aromas-San Juan Unified School District
Human Resources Director
2300 San Juan Highway
San Juan Bautista, CA 95004
(831)623-4500 x 1212
asiri@asjusd.org

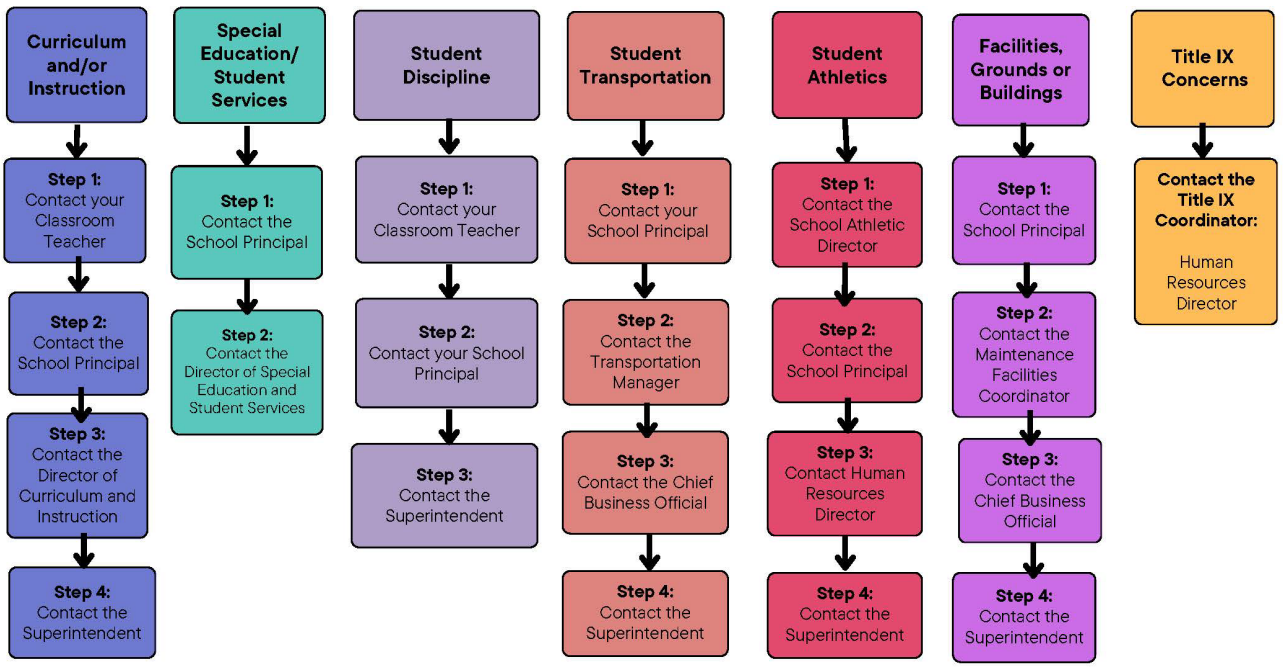
Title IX Contact

The Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, the compliance officer may be contacted at:

Aromas-San Juan Unified School District
Human Resources Director
2300 San Juan Highway
San Juan Bautista, CA 95004
(831)623-4500 x 1212
asiri@asjusd.org

ASJUSD Communication Flowchart

Follow the steps outlined below for each area or department if you have a concern or complaint you would like addressed.



Detailed Steps to Follow When You Have a Concern or a Complaint

PARENTS RIGHTS, NOTICES AND OBLIGATIONS

RIGHTS, NOTICES, AND OBLIGATIONS OF PARENTS AND/OR GUARDIANS (EC 51101)

Parents/guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

1) Within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will attend pursuant to intra-district or inter-district pupil attendance policies or programs.

2) Within a reasonable time of their request, to meet with their child's teacher or teachers and the principal of the school in which their child is enrolled.

3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.

4) To be notified on a timely basis if their child is absent from school without permission.

5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of the school that their child attends on standardized statewide tests.

6) To request a particular school for their child, and to receive a response from the school district. This paragraph does not obligate the school district to grant the parent's request.

7) To have a school environment for their child that is safe and supportive of learning.

8) To examine the curriculum materials of the class or classes in which their child is enrolled.

9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.

10) To have access to the school records of their child.

11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.

12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.

13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.

14) To receive information regarding available language programs and language acquisition programs.

15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy, and to receive a response from the school.

16) To be notified, as early in the school year as practicable pursuant to EC 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child. Parents and guardians of pupils, including those parents and guardians whose primary language is not English, shall have the opportunity to work together in a mutually supportive and respectful partnership with schools, and to help their children succeed in school. Each governing board of a school district shall develop jointly with parents and guardians, and shall adopt a policy that outlines the manner in which parents or guardians of pupils, school staff, and pupils may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of pupils at each school site.

17) The policy shall include, but is not necessarily limited to, the following:
    i) The means by which the school and parents or guardians of pupils may help pupils to achieve academic and other standards of the school.
    ii) A description of the school's responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all pupils to meet the academic expectations of the school.
    iii) The manner in which the parents and guardians of pupils may support the learning environment of their children, including, but not limited to, the following:
        a) Monitoring attendance of their children.
        b) Ensuring that homework is completed and turned in on a timely basis.
        c) Participation of the children in extracurricular activities.
        d) Monitoring and regulating the television and social media viewed by their children.
        e) Working with their children at home in learning activities that extend learning in the classroom.
        f) Volunteering in their children's classrooms, or for other activities at the school.
        g) Participating, as appropriate, in decisions relating to the education of their own child or the total school program.

VOLUNTEERS

Category #1- Fingerprinting and TB testing or risk assessment IS NOT required

Volunteers who in the course of performing volunteer duties, ARE in the presence of a certificated staff member and unlikely to be alone with students fall under this category. This volunteering typically is for a special occasion and is for a **one-time special event**. For these duties, the individual would be considered a visitor/guest and should follow the visitor/guest procedures as determined by the school administrator.

Category #2 - Fingerprinting and TB testing or risk assessment IS required

Volunteers who, in the course of performing volunteer duties, are NOT in the presence of a certificated staff member and likely to be alone, however briefly, with students shall obtain fingerprint clearance through the Department of Justice (DOJ). In addition, volunteers must also be TB tested and cleared. Volunteer duties include but are not limited to field trips and on-site activities. Fingerprinting can be schedule at the District Office at no cost. Click here to schedule an appointment.

Volunteers must complete the following process prior to performing any volunteer duties:

1. Complete the Volunteer & Emergency Information Sheet
2. Register through our Raptor Visitor Information System
3. Fingerprint clearance with the Department of Justice.
4. Clear TB/Risk Assessment

No volunteer may provide services until appropriate forms are on file at the school. Please visit our website for more information and instructions or contact the District Office at (831)632-4500 x 1220.

Mandated Reporter Status and Training

Under Penal Code section 11165.7, a volunteer over the age of 18 who interacts with pupils outside the immediate supervision and control of the pupil's parent/guardian or a school employee is a mandated reporter of suspected child abuse or neglect. Volunteers who fall under Category #2 above must complete mandated reporter training and submit proof of completion within the first six weeks of beginning volunteer service, and annually thereafter.

ATTENDANCE

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC §46010.1)

Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent. District policy regarding excusing such absences is available upon request.

ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014)

Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c))

The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the scheduled minimum or student-free day.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(i))

No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 if missed assignments/tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

ABSENCE PROCEDURES

Sometimes children must miss school. It is important that the school knows why your child is not attending school. Parents should follow the procedures listed below when their child is absent from school.

1. Notify the School Site Secretary by phone or note indicating:
    a. Reason for absence, and
    b. Duration of absence
2. Parents must account for each day of absence either by phone or in writing. (A written note is preferred because if parents call, the secretary must transcribe the message into writing for accounting purposes.
3. Children absent 3 days or longer must return to school with a doctor's note.
4. Children absent for at least 5 days or longer should be placed on an Independent Study Contract. Contact your school office or teacher to arrange a contract.

AVOIDING ABSENCES, CHRONIC ABSENTEEISM, EXCUSED ABSENCES, AND TRUANCY CONSEQUENCES

AVOIDING ABSENCES

Aromas-San Juan Unified School District urges parents to make sure their children attend school regularly and to schedule medical, dental, counseling, and other appointments after school, on the weekend if possible or during school holidays. The district also asks that travel or other absences be avoided during the time that school is in session. The higher the district's daily attendance rate, the more a student will learn. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences. Following an absence, you must send a note and/or phone the school within 72 hours to clear any excusable absences. Absences without a written excuse explanation are recorded as unexcused and are recorded as a truancy.

CHRONIC ABSENTEEISM (EC §46014, EC §48205, EC §48260-48273, EC §48264, EC §48265, EC §60901, ASJUSD BP 5113, ASJUSD AR 5113 & 5113.1)

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – *excused and unexcused* – and is an important measure

because excessive absences negatively impact academic achievement and student engagement.

EXCUSED ABSENCES

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometrical, or chiropractic appointment.
4. Attendance at funeral services for a member of the student's immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
5. Jury duty in the manner provided for by law.
6. Illness or medical appointment of a child to whom the student is the custodial parent.
7. Pupil is participating in military entrance processing.
8. Pupil is absent for the purposes of spending time with a member of the pupil's immediate family who is an active-duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, a deployment.
9. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:
    a. Appearance in court
    b. Attendance at a funeral service
    c. Observation of a religious holiday or ceremony
    d. Attendance at religious retreats for no more than four hours per semester
    e. Attendance at an employment conference
    f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
    g. Service as a member of a precinct board for an election pursuant to Elections Code 12302.
    h. To spend time with an immediate family member who is an active-duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment. Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee.
    i. Attendance at the student's naturalization ceremony to become a United States citizen.
    j. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people.
    k. 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 by the Superintendent or designee, students shall be limited to one such school day-long absence

per school year. (Education Code 48205)

l. Participate in religious exercised 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.

m. Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 – School Day, and is not excused from school for this purpose on more than four days per school month.

n. Work in the entertainment or allied industry. Work 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. For this purpose, student absence shall be excused for a maximum of up to five absences per school year.

o. Participation with a nonprofit performing arts organization in a performance for a public school audience.

10. A student may be excused for up to five such absences per 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.

11. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

12. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

13. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

14. For purposes of this section, the following definitions apply:
    a. A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums or town halls.
    b. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
    c. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

TARDINESS

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring a note from home to the school office. A student will be classified

as truant if they are tardy or absent for more than a 30-minute period during a school day without a valid excuse on three occasions in one school year.

UNEXCUSED ABSENCES (TRUANCY)

TRUANCY DEFINITIONS

Unexcused absences are all absences that do not fall within EC §48205 outlined in Excused Absences. When a student misses school without an excuse, they are considered truant and the school will notify the parent/guardian. The state defines three levels of truancy, each carrying more severe penalties for both the student and the parent/guardian. The three levels are as follows:

1. **TRUANT:** After missing three (3) days of school or three (3) 30-minute periods without a valid excuse.
2. **HABITUAL TRUANT:** if the student is truant three (3) or more times in a school year and an effort is made to meet with the parent/guardian.
3. **CHRONIC TRUANT:** if the student misses 10 percent or more of the school days in a school year.

Early intervention and cooperation between the school and the family is the best way to support student learning. A student who is truant can be referred to a student attendance review board (SARB), a community service program, the county probation department, or the district attorney. Through these programs the student can be given guidance toward improving attendance. The goal is to intervene before a student enters the juvenile justice system or drops out of school. Parents are urged to use the community services identified by the school or District, a SARB, the District Attorney, or Probation department. Students and parent face penalties as defined in Education Code, Welfare and Institutions Code, and Penal Code.

STUDENT PENALTIES:

- First truancy may result in in one-day weekend class
- Second truancy may be a written warning from a peace officer
- Third truancy may result in assignment to an after-school or weekend program, involvement of a SARB, a probation officer, or District Attorney.
- Fourth truancy may result in in a change to improve attendance, but may also result in the student being placed within the jurisdiction of the juvenile court. Other penalties may include required community service, payment of a fine, attending a truancy mediation program and loss of driving privileges.

PARENT PENALTIES:

- First conviction: up to $100.00 fine
- Second conviction: up to $250.00 fine
- Third conviction: up to $500.00 fine

Parents of chronically truant elementary students face a fine up to $2,000.00, imprisonment up to one year or both. They may also be scheduled to meet regularly with district staff and/or referred to community resources. Parents may also have to attend classes at the student's school for a day and/or personally deliver their child to school every day.
(EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 27031, 830.1; WIC 256, 258, 601, 601.3)

ARREST OF TRUANTS/SCHOOL ATTENDANCE REVIEW BOARDS

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School

Attendance and Review Board (SARB).

LEAVING SCHOOL AT LUNCH TIME (ASJUSD BP 5112.5, EC 44808.5)

The Aromas-San Juan Unified School District Governing Board has established a closed campus policy at all sites. Students may not leave campus at any time during the school day without written permission of the parents/guardians or school authorities. Students who leave without authorization shall be classified truant and subject to disciplinary action.

ENROLLMENT/ATTENDANCE OPTIONS

California law (EC §48980(g)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and potentially three separate processes for selecting schools in other districts (interdistrict transfer). Admission may be dependent upon program capacity. The general requirements and limitations of each process are described as follows:

Choosing a School Within District in Which Parent Lives: The law (EC §35160.5(b)) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- Each district may adopt a school selection policy that takes into consideration special circumstances that might be harmful or dangerous to a particular pupil, whether the sibling of the pupil is already in attendance at the school, and/or whether the pupil's parent is employed at the school.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

Choosing a School Outside District in Which Parent Lives: Parents have three different options for choosing a school outside the district in which they live. The three options are:

OPTION 1: DISTRICTS OF CHOICE (EC §§48300 - 48315):

Note: ASJUSD is NOT a "District of Choice" but is required to notify parent/guardians of this law. The law allows, but does not require, each school district to become a "district of choice" – that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. If the school board of a district decides to become a "district of choice" it must determine the number of students it is willing to accept in this category each year and accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall ensure that pupils admitted under this article are selected through an unbiased process that prohibits consideration of factors such as academic or athletic performance, physical conditions, or proficiency in English. Communications to parents shall not target students based on proficiency in English, any of the individual characteristics set forth in Education Code 200, or family income. Districts of Choice are prohibited to reject the transfer of a pupil to include foster youth or a homeless child or youth. Pupils who are foster youth or homeless are to be given second priority preference. If the district chooses not to become a "district of choice," a parent may not request a transfer under these provisions. Other provisions of the "district of choice" option include:

- Either the district a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. A district of choice cannot deny a transfer request on the basis that the costs to provide services exceeds the revenue received, but it may reject a request if doing so would require the creation of a new program. However, the district of choice may not deny the transfer of any special needs student, including an individual with exceptional needs, or an English Learner student even if the cost to educate the student exceeds the revenue received or the creation of a new program is required. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- Communications to parents by a school district of choice shall be factually accurate and shall not target students based upon academic ability, athletic performance, or other personal characteristics.
- The district of choice must post transfer application information on its website, including any applicable forms, the timeline for a transfer, and an explanation of the selection process.
- All communications from a school district of choice regarding transfer opportunities must be available in all languages for which translations are required in the school district of residence under EC §48985.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Entrance priority must be given as follows:
    - Siblings of students already attending school in the "district of choice" must be given first priority.
    - Pupils eligible for free or reduced-price meals must be given second priority.

    - Children of military personnel must be given third priority.
- A parent may request transportation assistance within the boundaries of the "district of choice." The district is required to provide transportation only to the extent it already does so.
- A school district in which an active military duty parent of a student resides shall not deny the transfer of that student to a school in any district, if the school district to which the parent of the student applies approves the application for transfer.

OPTION 2: OTHER INTERDISTRICT TRANSFERS (EC §46600 ET SEQ.)

The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed enrollment approves the application, or for students who are the victim of an act of bullying unless the requested school is at maximum capacity. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

OPTION 3: PARENTAL EMPLOYMENT IN LIEU OF RESIDENCY TRANSFERS (EC §48204(B))

If at least one parent of a student is physically employed in the boundaries of a school district other than the one in which they live for a minimum of 10 hours during the school week, the student may be considered a resident of the school district in which their parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of EC §48204(b) include:

- Either the district in which the parent lives or the district in which the parent works may prohibit the student's transfer if it negatively impacts a desegregation plan.
- The district in which the parent works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

OPEN ENROLLMENT ACT (EC §48350 ET SEQ.)

The Open Enrollment program is no longer administered by the California Department of Education (CDE). The Open Enrollment Act is based on the former accountability system, the Academic Performance Index (API). California Education Code (EC) sections 48350-48361 provides students enrolled in a low-achieving school the option to transfer to a different school with a higher API than the student's school of residence.

In March 2017, the California State Board of Education and the California Department of Education launched a new state accountability system to replace the API. This new, multiple-measures system provides a fuller picture of how districts and schools are addressing the needs of their students while also identifying the specific strengths and areas in need of improvement. The new accountability and continuous improvement system was implemented using an online tool known as the California School Dashboard (Dashboard). As a result, the CDE can no longer identify lowest-achieving schools under the provisions of the Open Enrollment Act.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501)

State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:
(1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
(2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
(3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
(4) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
(5) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance area shall have copies of the law available for your information. This law particularly authorizes interested persons to request that the governing board of the district to establish alternative school programs.

Please check our website at www.asjusd.org for detailed information regarding the specific inter and intradistrict process and procedures.

FAMILY LIFE, HUMAN DEVELOPMENT AND SEXUAL HEALTH EDUCATION

INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV PREVENTION (EC §51938)

The district shall annually notify parents about instruction in comprehensive sexual health education and HIV prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. If arrangement for the instruction is made after the beginning of the school year, parents will be notified no fewer than 14 days prior to the commencement of any such instruction if the district elects to provide the instruction by outside consultants in class or during an assembly. The notice must include the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent has the right to request a copy of the law pertaining to such instruction. Parents have the right to excuse his or her child from all or part of the comprehensive sexual health and HIV prevention education by submitting a written request to the district. Those students whose parents do not submit a written request to

excuse them will receive such instruction. The law also authorizes the district, without prior parental consent, to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions in grades 7 to 12 about the student's attitudes concerning or practices relating to sex. The district must notify parents in writing before any such test, questionnaire, or survey is administered and provide them with an opportunity to review the materials. Parents have the right to excuse his or her child from such participation by submitting a written request to the school district.

The classes being developed for the fall of 2026 will be in compliance with the California Healthy Youth Act. The courses will include comprehensive sexual health education, HIV education, and research findings regarding pupil health behaviors and risks. Students in grades 7-12 will gain a deeper understanding of HIV transmission, prevention, and treatment. They will also be taught about the prevalence of human trafficking and the methods traffickers employ, including social media and mobile devices. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses.

Copies of the Education Code Sections 51933, 51934, and 51938 can be requested from the District office or can be found online at https://leginfo.legislature.ca.gov/. (EC 51933-51939)

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240)

Upon written request of a parent, students shall be excused from part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

HEALTH SERVICES

SAFE STORAGE OF FIREARMS (EC § 49392)

A local educational agency serving pupils in kindergarten or any of grades 1 to 12, inclusive, shall, based upon model content from the California Department of Education, inform parents or guardians of California's child access prevention laws and laws relating to the safe storage of firearms. The required notice must include the following information related to the safe storage of firearms: Incidents of children bringing firearms to school can be reduced by storing firearms in a safe and secure manner, including keeping them in a locked container or secured with a locking device that renders the firearm inoperable and storing firearms separately from ammunition.

PHYSICAL EXAMINATION: PARENT REFUSAL TO CONSENT (EC §49451)

A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

VISION APPRAISAL (EC §49455)

The district is required to appraise each student's vision during kindergarten, upon initial enrollment, and in grades 2, 5, and 8. Appraisal in the year immediately following a student's first enrollment in grades 4 or 7 shall not be required. The vision appraisal shall include tests for near vision, far vision, and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician, surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. This appraisal is not required if a parent files a

written objection based on a religious belief with the principal.

SCOLIOSIS SCREENING NOTICE (EC §§49451 AND 49452.5)

In addition to the physical examinations required pursuant to Section 100275 of the Health and Safety Code, the district may provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

DENTAL FLUORIDE TREATMENT (H&SC §104830 ET SEQ.)

Pupils will be provided the opportunity to receive the topical application of fluoride or other decay-inhibiting agent to each pupil's teeth if the parent, or eligible pupil submits a letter stating that the treatment is desired.

COMMUNICABLE DISEASES (EC §48216 AND 49403)

The district is authorized to administer immunizing agents to pupils whose parents have consented in writing to the administration of such immunizing agent. The district is required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. The district must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. All students entering kindergarten, advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician. No new personal belief exemptions will be accepted. Students with personal-belief exemptions on file with the district as of January 1, 2016, shall be allowed to continue enrollment until entering the next grade span in the district. Grade spans are defined as birth through preschool, K-6, including transitional kindergarten, and 7-12. Students qualified for an individualized education program may access special education and related services as required by his or her individualized educational program.

Students may not participate in a classroom setting unless they have been fully immunized against diphtheria, hepatitis b, haemuphilus influenza type b, measles, mumps, pertussis (whooping cough), polio, rubella and tetanus. Students must be immunized for varicella (chicken pox) or provide proof from a doctor stating they have had the disease.

All new students, advancing students, or students transferring into grades 7-12 must be fully immunized, and will not be admitted without the required booster against pertussis (Tdap) and a second dose against varicella. The required immunizations are available through a usual source of medical care, County Health Department, or may be administered by a health care practitioner acting under the direction of a physician. There may be funds for those who cannot access services. Homeless, foster, migratory, and military youth can be enrolled without proof of immunization. (HSC 120325, 120335, 120338, 120375, 120400, 120405, 120410, 120415, 120440, 120480; EC 48216, 48852.7, 48853.5, 49403; 17 CCR 6000-6075; 42 USC 11432(C)(i))

HUMAN PAPILLOMAVIRUS (HPV) IMMUNIZATION (AB 144) AB 144 amended Education Code section 48980.4 and Health and Safety Code section 120336, so that starting July 1, 2026, this mandatory annual notice provision must recommend that students follow the State Department of Public Health's (CDPH) immunization guidelines, as opposed to the federal Centers for Disease Control and Prevention's guidelines, and that the provision include the CDPH's recommended ages for the HPV vaccine and the scientific rationale for vaccination at those ages. (Health and Safety Code section 120336.) For more information,

please see the CDPH Guidance: HPV and HPV Vaccination: What Every Parent Should Know.

MEDICATION (EC §49423, §49423.1, SB568)

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

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49471 AND 49472)

The district is required to notify parents in writing if it does not provide or make available medical and hospital services for students injured while participating in athletic activities. The district is also authorized to provide medical or hospital services through non-profit membership corporations or insurance policies for student injuries arising out of school-related activities.

AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC §§48206.3, 48207-48208)

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

CONTINUING MEDICATION REGIMEN (EC §49480)

Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. Form can be obtained from your school office.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC §35183.5)

School sites must allow for outdoor use of sun-protective clothing and must allow students to use sunscreen, without a prescription or physician's note, during the school day.

SCHOOL-SPONSORED ATHLETICS

If a student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually:

1. Complete a concussion awareness form
2. Complete a sudden cardiac arrest form
3. Sign a document acknowledging receipt of an Opioid Factsheet received in either print or electronic format. (EC 33479, 49475, 49476)

As a condition of participation, parents/guardians and high school athletes must sign an agreement that the athlete will not use steroids, unless the student has a written prescription as specified. (EC 49033, 60041; HSC 11032)

ASBESTOS (40 CFR 763.84, 40 CFR 763.93)

The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office. At least once each year, the district will notify parents of inspections, response actions, and post-response action activities that are planned or in progress.

USE OF PESTICIDES (EC §§17611.5, 17612 AND 48980.3)

School districts are required to inform parents about the use of pesticides on school grounds and provide access to the integrated pest management plan when certain pesticides are used.

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§32280 ET SEQ.)

Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

NOTICE OF COMPLIANCE (EC §32289):

A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.).

TOBACCO FREE SCHOOLS (HS §104420):

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

SUICIDE PREVENTION (EC 215, 234.5, 234.6, 49060-49079, 49602, 49604; GC 810-996.6; PC 11164-11174.3; WIC 5698, 5850-5883; BP 5141.52)

Suicide is a leading cause of death among youth, and school personnel is often in a position to recognize warning signs. The District makes an effort to reduce suicidal behavior and its impact and has developed strategies to intervene. These may include staff development, student instruction in coping skills, informing parents/guardians, methods for promoting positive school climate, crisis intervention, and counseling (including bereavement). Information about district programs and services and links to community and statewide resources are available on the District website at www.asjusd.org.

Pursuant to Education Code section 215.5, student identification cards issued to pupils in grades 7-12 include the 988 Suicide and Crisis Lifeline number, as well as contact information for The Trevor Project's LGBTQ+ crisis line, to ensure students have access to crisis support resources.

CONCUSSION AND HEAD INJURIES; OPIOIDS (EC 49475 49476; H&SC 124235)

Pursuant to the athletic programs offered by ASJUSD, (apart from athletic activity during the regular school day or as part of a physical education course) ASJUSD will provide each student athlete's parent and guardian with a "concussion and head injury" information sheet. The sheet shall be signed and returned by the athlete's parent or guardian before the

athlete may participate in practice or competition.

Also, pursuant to the athletic programs offered by ASJUSD (apart from athletic activity during the regular school day or as part of a physical education course) ASJUSD shall annually give the Opioid Factsheet for Patient. The athlete, and if the athlete is 17 years of age or younger, the athlete's parent or guardian, shall sign the document acknowledging receipt of the factsheet and return it to the district before the athlete initiates practice or competition.

A youth sports organization must follow specified protocols with respect to concussions and other head injuries. Any amateur sports competitions, trainings, camps or clubs in which persons 17 years of age or younger participate must follow concussion and other head injury protocols.

If an athlete who is 17 years of age or younger has been removed from athletic activity due to a suspected concussion or due to fainting or another suspected cardiac condition, the youth sports organization shall notify a parent or guardian of that athlete of the time and date of the injury, the symptoms observed, and any treatment provided to that athlete for the injury.

CHILD ABUSE NEGLECT AND REPORTING (PC §11164, ASJUSD BP 5141.4 & ASJUSD AR 5141.4)

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

Child abuse or neglect includes the following:

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does <u>not</u> include:

1. A mutual affray between minors
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment
3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student
5. Physical pain or discomfort caused by athletic competition, or other such recreational activity voluntarily engaged in by a student

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law

enforcement agency (i.e., Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; parents may also notify the District of an incident by contacting the District's Director of Student Services and Special Education at (831)623-4500x 1222 or mdougherty@asjusd.org.

DRUG AND ALCOHOL-FREE SCHOOL (ASJUSD BP 3513.4)

The Board of Education recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

TYPE 1 DIABETES INFORMATION (EC 49452.6)

On and after January 1, 2023, the governing board of a school district, county board of education, and governing body of a charter school shall make the Type I Diabetes informational materials accessible to the parent or guardian of a pupil when the pupil is first enrolled in elementary school, or with the information provided pursuant to Section 48980. Information provided to parents and guardians pursuant to this section may include, but shall not be limited to, all of the following:

The Description of Type I Diabetes: If you have Type I Diabetes, your pancreas does not make insulin or makes very little insulin. Insulin helps blood sugar enter the cells in your body for use as energy. Without insulin, blood sugar cannot get into cells and builds up in the bloodstream. High blood sugar is damaging to the body and causes many of the symptoms and complications of Diabetes. Type I Diabetes was once called insulin- dependent or juvenile

diabetes. It usually develops in children, teens, and young adults, but it can happen at any age. Type I Diabetes is less common than Type 2—about 5-10% of people with diabetes have Type I. (CDC)

Risk Factors, Symptoms and Warning Signs associated with Type I Diabetes: Type I Diabetes is thought to be caused by an immune reaction (the body attacks itself by mistake). Risk factors for Type I Diabetes are not as clear as for prediabetes and Type 2 Diabetes. Known risk factors include: Family history (having a parent, brother, or sister with type 1 diabetes) or age. Type I Diabetes can happen at any age, but it usually develops in children, teens, or young adults. If you have any of the following diabetes symptoms, see your doctor about getting your blood sugar tested may be: Frequent urination (often at night); thirst; loss of weight without trying; hunger; blurry vision; numbness or tingling of hands or feet; extreme fatigue; very dry skin; have sores that heal slowly and may have more infections than usual. (CDC) It can take months or years before symptoms of Type I Diabetes are noticed. Type I Diabetes symptoms can develop in just a few weeks or months. Once symptoms appear, they can be severe. Some Type I Diabetes symptoms are similar to symptoms of other health conditions. (ADA)

Type I Diabetes Health Screening Process: A simple blood test will let you know if you have diabetes. If your child is screened at a health fair or pharmacy, follow up with their healthcare provider. If your child's healthcare provider thinks you have Type I Diabetes, your blood may also be tested for autoantibodies. These substances indicate your body is attacking itself and are often found with Type I Diabetes but not with Type 2. Ketones may be present in their urine or blood. Ketones are produced when your body burns fat for energy. Having ketones in their urine or blood indicates that they have Type I Diabetes instead of Type 2. (ADA)

Following a Type I Diabetes diagnosis, parents or guardians should consult with the pupil's primary healthcare provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist. (ADA)

CDC: Centers for Disease Control

ADA: American Diabetes Association

TYPE 2 DIABETES INFORMATION (EC 49452.7)

Pursuant to California Education Code Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students.

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County.

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.
- Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.
- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.

- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- Inactivity. Being inactive further reduces the body's ability to respond to insulin.
- Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores and cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention

Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.

- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes). There are different screening tests that are available through a health practitioner.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

HIGH SCHOOL CREDITS AND GRADUATION

(EC 51225.1-51225.3, EC 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726)

Education code sets minimum course requirements to graduate from high school and earn a diploma. School districts may set additional requirements. The District has established guidelines for transferring credits and meeting graduation requirements.

Exemptions: Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. These students can be registered in their district of choice but must provide proof of residency within 10 days. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint.

Aromas-San Juan Unified School District high school graduation requirements can be found here: https://sites.google.com/asjusd.org/counseling/graduation-requirements?authuser=0

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM

Students who are 16 years or older and have completed grade 10, or those meeting other requirements, may take the California High School Proficiency Exam (CHSPE). If they pass, they will earn a high school diploma. Many students use the exam to start jobs or start college earlier than their expected graduation date. There may be a fee for taking the exam. (EC 48412; 5 CCR 11523)

CAL GRANT APPLICATION / OPT-OUT

Cal Grant Awards are money provided by the State of California to assist in college expenses (tuition, room and board, books and other supplies). Each student in grade 12 are considered Cal Grant applicants unless they or their parent/guardian opt out. Unless the parent/guardian or the 18 year old student opt out in writing by the second Monday of September, certified Grade Point Average (GPA) data will be transmitted to the CA Student Aid Commission no later than October 1 of the current school year. To receive the Grant, students must apply. For more information, visit https://www.csac.ca.gov/. (EC 69432.9)

UNIVERSITY ADMISSIONS

UNIVERSITY OF CALIFORNIA/CALIFORNIA STATE UNIVERSITY ADMISSIONS (EC 48980, 51229)

Admission to California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular

admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the "a-g" subjects. At least seven of the 15 yearlong courses must be taken in the student's last two years of high school. A GPA of 3.0 (B) or higher is required for California residents.

Links to University of California/California State University requirements:
www.universityofcalifornia.edu/admissions/undergraduate.html
www.calstate.edu/admission/admission.shtml
www.csumentor.edu/planning/high_school/
www.ucop.edu/doorways/

CALIFORNIACOLLEGES.EDU (EC 51229)

CaliforniaColleges.edu is California's official college and career planning platform. Lessons and tools help students discover goals for life after high school, make plans to achieve them, and launch their futures. It's free for California 6th - 12th grade students, their parents, and educators.

CALIFORNIA COLLEGE GUIDANCE INITIATIVE (EC 51229)

The California College Guidance Initiative (CCGI) receives enrollment data for all public-school students enrolled in grades six through twelve from the California Department of Education (CDE).

DEFINITION OF CAREER TECHNICAL EDUCATION (EC 48980(1), 51229)

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, www.cde.ca.gov/ci/ct.

COLLEGE OR CAREER COUNSELING (EC 48980, 51229)

High school counselors are trained to help students prepare for college and career training. They guide students through all of the steps including information about financial aid, UC/CSU eligibility requirements, and careers. Counselors are available by appointment and will meet with students and their families.

HIGH SCHOOL GRADUATION REQUIREMENTS COMPARED TO UC/CSU REQUIREMENTS (BP/AR 6146.1, EC 35186, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427; 5 CCR 1600-1651)

	EC	CSU	UC	ASJ
History/Social Science	3	2	2	3.5
English (b)	3	4	4	4
Mathematics (c)	2	3+1	3+!	3
Science (d)	2	2†	2†	3
Foreign Language	1	2	2+1	2
Visual/performing Arts (f)	1	1		1
Career Technical Education ǂ	1			1
Physical Education	2			2
Elective (g)		1	1	

+1 One additional year is recommended in Mathematics for both CSU and UC, and Foreign Language for UC.
†Specifics of courses vary from CSU to UC
ǂ The Aromas-San Juan Unified School District has adopted a policy that allows Career Technical Education courses to be counted toward graduation. Which (a)-(g) requirement applies varies by course.

HOMELESS/MIGRANT YOUTH

(42 USC §11432, EC §48853, EC §49069, EC §51225.1, EC §51225.2 & ASJUSD AR 6173)

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless youth is defined as a child who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; may be living in motels, hotels, trailer parkers, or shelters; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; or are migratory children who qualify as homeless because of similar living circumstances. Unaccompanied youth who meet the definition of homeless youth are also eligible for rights and services under the McKinney-Vento Act. An unaccompanied youth is defined as a minor who is not in the physical custody of a parent – such as a teen parent not living with his/her parent or students who have run away or who have been pushed out of their home.

The following is a brief summary of a homeless youth's rights:

- Right to attend either the "school of origin" or the current school of residence. The school of origin can be the school attended when the student had permanent housing, the school most recently attended, or any school the homeless youth attended in1 the last 15 months.
- Right to a dispute resolution process when there is a disagreement between the parent and the school in the eligibility, school selection, and enrollment of homeless youth.
- Right to immediate enrollment even if the homeless youth is unable to produce records normally required for enrollment (e.g., proof of residency, birth certificate, transcript, immunization), does not have clothing normally required by the school (e.g., school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
- Right to automatically qualify for child nutrition programs and to receive transportation services.
- Right to be referred to all programs and services for which the student is eligible – such as special education services, tutoring, English learner programs, before and after school services, or any other program offered by the school or District.
- Right to be notified of the possibility of graduating within four years by meeting the state minimum requirements, if the student transferred after the second year of high school, is credit deficient, and will not be able to complete the District's graduation requirements in time for graduation.
- Right to have the District accept partial credits for courses that have been satisfactorily completed.
- Right not to be stigmatized by school personnel.

The District has designated Michelle Dougherty, Director of Special Education and Student Services, as the Homeless Liaison to help identify students who are experiencing homelessness and to connect these students and their families to necessary supports and services in and outside of the school. For more information, the Liaison may be contacted at mdougherty@asjusd.org or (831)623-4500x1222.

HOMELESS YOUTH: RIGHT TO APPLY FOR FINANCIAL AID

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district and charter school must appoint a homeless liaison to assist students and families. Please contact the District's Homeless Liaison at mdougherty@asjusd.org or (831)623-4500x1222 for more information of services and policies related to homeless education rights.

MIGRANT EDUCATION & NEWLY ARRIVED IMMIGRANT PUPILS

The Migrant Education Program is federally funded under Title 1 Part C. Eligibility is determined by an oral interview. Students age 3 to 21 years shall be eligible for the district's migrant education program if they, their parents/guardians, or their spouses are migratory agricultural workers or fishers who, in the preceding 36 months, moved into the district due to economic necessity and engaged in new temporary or seasonal employment or personal subsistence in agriculture or fishing. If such employment was not secured soon after the move, students may be considered migrant students if they, their parents/guardians, or their spouses actively sought such new employment and have a recent history of moves for temporary or seasonal agricultural or fishing employment.

A student who ceases to be a migrant student during a school term shall be eligible for services until the end of the term. If comparable services are not available through other programs, a student who is no longer migratory may continue to receive services for one additional school year. Students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. (EC §54444.2 & ASJUSD AR 6175)

INSTRUCTION AND CURRICULUM

ACADEMIC STANDARDS AND ASSESSMENTS (EC 60119, 60604, 60615, 60640; 5 CCR 852)

Each district in California decides how they will teach and what resources they will use. More information about the Common Core Standards can be found here: https://www.cde.ca.gov/re/cc/. California uses a computer-based student testing system tied to the standards for English language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at https://www.cde.ca.gov/ta/tg/ca/.

English Language Learners are evaluated with the English Language Proficiency Assessments for California (ELPAC) and to identify and measure their progress in English Language proficiency.

Students in grades 5, 7, and 9 also participate in Physical Fitness Testing (PFT) **(EC 52060, 52066, 60800)**

NONDISCRIMINATION IN INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT MATERIALS (EC §§220, 244, 48980(o))

The district's Governing Board may not approve the use of professional development materials, professional development services, instructional materials, or curricula that would subject a student to unlawful discrimination — including antisemitism — on the basis of religion, race, ethnicity, or other characteristics protected under Education Code section 220.

If the Board knows, or reasonably should know, that discriminatory professional development materials or services have been used, or that instructional materials or curricula have subjected students to unlawful discrimination, the Board must investigate the matter and take appropriate corrective action through the district's Uniform Complaint Procedures, which may include restorative justice practices. Parents, guardians, students, and members of the public may file a complaint alleging a violation of these protections using the district's Uniform Complaint Procedures. If the Board fails to issue an investigation report within the timelines required under the Uniform Complaint Procedures, the complainant may appeal directly to the State Superintendent of Public Instruction.
For more information or to file a complaint, contact the district's Uniform Complaint Officer at:
Aromas-San Juan Unified School District
Human Resources Director
2300 San Juan Highway
San Juan Bautista, CA 95045
(831) 623-4500 x1212
asiri@asjusd.org

SCHOOL RECORDS AND ACHIEVEMENT

PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 ET SEQ., §49069.7, §49073, 34 CFR 99.30, 34 CFR 99.34, AND THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes and the records are needed for a legitimate educational purpose; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students"); (4) Pupils age 14 and over who are identified as both homeless and an unaccompanied youth; (5) Individuals who have completed and signed a Caregiver's Authorization Affidavit.

Parents, or an eligible student, may review individual records by making a request to the principal. Districts must respond to a pupil record request by providing access no later than five business days following the date of the request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; availability of certificated personnel to interpret records if requested; persons responsible for records; directory information; access by other persons; review and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within ten school days. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232g).

You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073, 34 CFR 99.37, AB677)

The district also makes student directory information available in accordance with state

and federal laws. This means that each student's name, birth date, address, telephone number, email address, major course of study, participation in officially recognized school activities, dates of attendance, degrees and awards received, and most recent previous public or private school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the district receives consent as required under state law). Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records. You have the right to inspect a survey or other instrument to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification. Additionally, directory information related to homeless or unaccompanied youths will not be released without the express written consent for its release by the eligible pupil or guardian. An exception applies for eye and dental screenings: directory information for a student identified as a homeless child or youth may be disclosed, consistent with district policy, to a nonprofit organization providing a free eye examination or to facilitate a free oral health assessment hosted by the school, unless the pupil's parent or guardian — or the pupil, if accorded parental rights — provides written notice to the school declining to consent. If a problem is identified as a result of such an exam or assessment, the district will notify the parent, guardian, or caregiver of an unhoused student using a method of communication other than regular mail whenever possible.

RELEASE OF INFO TO MILITARY SERVICES REPS / RELEASE OF TELEPHONE NUMBERS (EC §49073.5; 20 USC §7908, BP/AR 5125.1)

The US military shall have access to our student data as requested. Only 18 year olds who have opted out to send their information can be excluded. In accordance with the Solomon Amendment (10 U.S.C. § 983), I am requesting access to your school's current student directory information for all Juniors and Seniors. The Solomon Amendment grants military recruiters the same access to secondary school student directory information as is provided to institutions of high education and prospective employers.

PARTICIPATION IN STATE ASSESSMENTS AND OPTION TO REQUEST EXEMPTION (EC § 60615, 5 CCR § 852)

Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil's records and reported to the parent. School district employees will not solicit or encourage any

exemption request on behalf of a pupil or group of pupils.

HIGH SCHOOL CURRICULUM: NOTIFICATION REGARDING COLLEGE PREPARATORY COURSES (EC §51229)

Districts are required to provide parents of each minor pupil enrolled in grades 9 to 12 written notice of college admission requirements and career technical education courses.

ADVANCED PLACEMENT EXAMINATION FEES (EC §48980(J), EC §52242)

State funds are available to cover the costs of advanced placement examination fees.

RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER (EC §§49076 AND 49077)

Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC §§49076(A)(1) AND 49064(D))

Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational records of the pupil in order to perform their assigned duties or the services for which they were engaged. The district's criteria for determining who qualifies as a "school official" and what constitutes a "legitimate educational interest" are set forth in board policy and are available upon request.

SPECIAL EDUCATION

SPECIAL EDUCATION (IDEA): State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request.

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §56301)

Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

SPECIAL EDUCATION COMPLAINTS (5 CCR §3080)

State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

SECTION 504/DISABLED PUPILS (SECTION 504 OF THE REHABILITATION ACT OF 1973)

Federal law requires the district to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act. STATEMENT OF NONDISCRIMINATION (Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; EC §200 *et seq*.): The district does not discriminate on the basis of gender, gender identity, gender expression, sex, race, color, religion, national

origin, ethnic group identification, age, genetic information, mental or physical disability, sexual orientation, immigration status, or the perception of one or more of such characteristics. The district's policy of nondiscrimination requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent. A copy of the district's nondiscrimination policy is available upon request.

MILITARY FAMILY TRANSFERS/CONTINUITY OF SPECIAL EDUCATION SERVICES (EC §§48204.3, 56325(B))

A parent's official military orders for a transfer, or pending transfer, to a military installation in California satisfy residency requirements for enrollment of a student with disabilities. When a student with disabilities transfers into the district from an out-of-state school under these circumstances, the district will promptly coordinate with the student's parent or guardian and the prior school to facilitate the timely exchange of records. The district will either immediately adopt the student's previously existing Individualized Education Program (IEP) or develop, adopt, and implement a new IEP within 30 days of the student's arrival. The district will not wait for official records to arrive before acting; instead, the district will take proactive steps to obtain the student's IEP, supporting documentation, and other relevant records as quickly as possible from the prior school, and may use unofficial records provided by a parent or guardian as the basis for the design and provision of services in the interim.

SPECIALIZED EDUCATIONAL PROGRAMS

BILINGUAL EDUCATION (EC §52173, 5 CCR §11303)

At the current time, Aromas-San Juan Unified School District does not offer Bilingual Education Programs. For more information, contact the District's Curriculum and Instruction Department at (831)623-4500 x 1255.

ENGLISH LEARNER PROGRAM (EC §52164.3, EC §52173.5, EC §310, EC §311, CCR TITLE 5 §11301)

District procedures regarding designation of students as English Learners or Fluent English Proficient include home language survey, language assessments, notice of assessment results, and opportunity for reassessment. Program placement takes place with written parent notification, opportunity for parent consultation, and procedures for granting waivers for alternative programs. For more information, contact the District's Curriculum and Instruction Department at (831)623-4500 x 1255.

ENGLISH LEARNERS' IDENTIFICATION NOTICE (EC §313.2)

Parents are to be notified by schools that in addition to the child's English proficiency status, for which they are notified using the English Language Proficiency for Assessments for California (ELPAC), and they are to be notified that their child is a "Long-term English Learner" or is an "English Learner at-risk of becoming a Long-term English Learner".

FOSTER YOUTH (EC §48204, EC §48853, EC §48853, EC §48853.5, EC §51225.1, EC §51225.2 & ASJUSD AR 6173.1)

Foster youth may face significant barriers to achieving academic performance due to their

family circumstances, disruption of their educational program, and emotional, social, and other health needs. To address the unique needs of foster youth and to provide them with full access to the District's educational program, the District has designated Norma Perez-Sandford, District Counselor, as the Foster Youth Liaison. Among other things, the Liaison will:

1. ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster youth;
2. assist foster youth when transferring from one school or school district to another school or school district in ensuring proper transfer of records and grades;
3. notify a foster youth's attorney and county welfare agency representative(s) when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination review, when they are a student with a disability; and
4. address any disputes over school selection or enrollment. The Foster Youth Liaison can be reached at mdougherty@asjusd.org or (831)623-4500x1222.

The California Department of Education has posted on its Web site a standardized notice of the rights afforded to foster youth. The notice can be obtained by visiting this link: https://www.cde.ca.gov/ls/pf/fy/fyedrights.asp

STUDENT DISCIPLINE

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291)

Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school.

VANDALISM (PC 594)

Graffiti and scratching glass or other material on someone else's property is considered vandalism and those convicted could face fines, imprisonment, and the requirement to clean up the damage or perform community service. Parents/Guardians may be liable to pay fines as high as $10,000.00 and be required to participate in the clean up.

DRUGS, ALCOHOL AND TOBACCO (EC 48900, 48901; HSC 11357, 11357.5, 11361,11362.1, 11362.3, 1104495, 104559; PC 308; VC 13202.5; BPC 22950.5, 25608; 20 USC 812, 814)

Possession or use of illicit drugs (including cannabis), alcohol, or any tobacco product on District premises or at any District activity is strictly prohibited.

A student in possession or under the influence of marijuana (cannabis), concentrated cannabis, or any synthetic cannabinoid is subject to suspension or expulsion. A student under 18 also faces up to forty (40) hours of community service, ten (10) hours of drug education, and sixty (60) hours of counseling; students 18 or older can be imprisoned for up to six (6) months and/or be fined up to $1,000.00. It is illegal for anyone under 21 to possess cannabis or synthetic cannabis.

Possession of tobacco by anyone under 21 is illegal and can lead to a $75 fine or 30 hours of community service except for members of the military. Possession of approved tobacco cessation aids is not prohibited. A "tobacco product" is any product made or derived from tobacco or nicotine that is intended for human consumption, including electronic devices that deliver nicotine (also known as e-cigarettes or vaping)

IMPERSONATION ON THE INTERNET (EC 48900; PC 528.5)

Pretending to be another pupil or real person other than yourself on the internet or through other electronic methods to harm,

intimidate, threaten or defraud is punishable by a $1,000 fine or imprisonment for up to one year.

GROUNDS FOR SUSPENSION AND EXPULSION (EC 48900, 48900.5)

A student shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or principal of the school in which the student is enrolled determines that the student has committed an act as defined pursuant to any of subdivisions (A) to (R) inclusive:

A. (1) Caused, attempted to cause or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.

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 student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.

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.

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.

E. Committed or attempted to commit robbery or extortion.

F. Caused or attempted to cause damage to school property or private property.

G. Stole or attempted to steal school property or private property.

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 student of his or her own prescription products.

I. Committed an obscene act or engaged in habitual profanity or vulgarity.

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.

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 student enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts enumerated paragraph (1), and those acts shall not constitute grounds for a student enrolled in kindergarten or any of grades

1 to 12, inclusive, to be recommended for expulsion.

(3) Except as provided in Section 48910, a student enrolled in of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(4) Except as provided in Section 48910, commencing July 1, 2024, a student enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

L. Knowingly received stolen school property or private property.

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.

N. Committed or attempted to commit sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

O. Harassed, threatened, or intimidated a student who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

P. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

Q. Engaged in, or attempted to engage in hazing. For purposes of this subdivision, "hazing" is any method of initiation or pre-initiation into a student 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 student. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

R. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
   a. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more students that have or can be reasonably predicted to have the effect of one or more of the following:
      i. Placing a reasonable student or students in fear of harm to that student's or those students' person or property.
      ii. Causing a reasonable student to experience substantially

detrimental effect on the student's physical or mental health.

iii. Causing a reasonable student to experience substantial interference with the student's academic performance.

iv. Causing a reasonable student to experience substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

b. "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, pager, of a communication including, but not limited to, any of the following:

i. A message, text, sound, video, or image.

ii. A post on a social network internet website, including but not limited to: a) Posting to or creating a burn page. "Burn page" means an Internet website created for the purpose of having one or more of the effects listed in paragraph (i); b) creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in paragraph (i). "Credible impersonation" means to knowingly and without consent impersonate a student for the purposes of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated; c) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (i). "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.

iii. An act of cyber sexual bullying. For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of

the effects described in subparagraphs (1)-(4), inclusive of paragraph (i). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording, or other electronic act. For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned events.

c. Notwithstanding paragraph (i) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.
    i. "Reasonable pupil" means a pupil, including, but not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

S. A student shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A student may be suspended or expelled for the acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:
    a. While on school grounds;
    b. While going to or coming from school;
    c. During the lunch period whether on or off the campus;
    d. During, or while going to or coming from, a school-sponsored activity.

T. A student 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 student 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 shall be subject to discipline pursuant to subdivision (a).

U. As used in this section, "school property" includes, but is not limited to electronic files and databases.

V. For a student subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with

strategies that improve behavioral and academic outcomes, that are age-appropriate and designed to address and correct the student's misbehavior as specified in Section 48900.5.

W. (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from school activities. (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help students gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

A student may be recommended for expulsion for any of the reasons enumerated in Education Code section 48915, and pursuant to the expulsion procedures identified in Education Code sections 48918 and 48918.5. Parents of an expelled student are required to notify the receiving district that the student has been expelled.

If a student is suspended or expelled for any of the first five offenses listed under "Grounds for Suspension and Expulsion" in the Discipline Code and Behavior Guidelines, the principal or designee must notify law enforcement personnel.

Inquiries regarding student expulsion should be directed to the principal of the school site.

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807)

Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

DUTIES OF PUPILS (5 CCR §300)

Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

HAZING PROHIBITION (EC §48900(Q))

Pupils and other persons in attendance are prohibited from engaging or attempting to engage in hazing.

DRESS CODE/GANG APPAREL (EC §35183)

The district is authorized to adopt a reasonable dress code.

ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1; LC §230.7)

If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's class. Employers may not discriminate against parents who are required to comply with this requirement.

STUDENT SEARCH (EC 48900-48927, 49050-49051, 49330-49334; PC 626.9, 626.10)

The school principal or designee may search the person of a student, the student's property, vehicle, and District property under the student's control if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband. Searches may be announced or unannounced, and the District may use drug-sniffing dogs if available. Employees shall not conduct strip searches or body cavity searches of any student.

RELEASE OF A STUDENT TO A PEACE OFFICER (EC 48096; PC 11165.6; WIC 305)

If a school official releases your child from school to a peace officer for the purpose of removing them from the school premises, the school official shall take immediate stepos to notify you or a responsible relative of your

child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardian.

STUDENT SERVICES

MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000)

As a result of legislation passed by the State of California in July of 2021, at the beginning of the 2024-2025 school year, or upon moving into the district, children who will have their 5th birthday *on or before September 1, 2025* will be admitted into a Kindergarten program.

Students who will have their fourth birthday by September 1 shall be admitted to a transitional kindergarten program maintained by the school district or charter school.

PREGNANT AND PARENTING PUPILS (EC §§ 221.51, 222, 222.5, 46015)

Districts may not exclude nor deny any pupil from any educational program or activity on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, and shall treat these conditions in the same manner and under the same policies as any other temporary disabling condition. A pregnant or parenting pupil is entitled to 8 weeks of parental leave, or additional leave if deemed medically necessary by the pupil's physician. During parental leave, absences shall be excused and the pupil shall not be required to complete academic work or other school requirements. After return from parental leave, a pupil may resume the course of study in which he/she was previously enrolled, is entitled to make up work missed, and to take a fifth year of high school instruction if necessary to complete graduation requirements. A pupil may elect to attend an alternative education option instead of returning to the school in which he or she was enrolled prior to parental leave. Schools shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A pupil shall not incur an academic penalty as a result of his or her use of these accommodations.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256, 35258)

Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards and ensure that all parents have access to a copy.

SAFE PLACE TO LEARN ACT (EC §234.1) The district is committed to maintaining a learning and working environment that is free from bullying, as defined in EC §48900(r). Any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. The district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to report incidences of bullying please contact the district office. These policies shall be posted in schools and offices.

PROSPECTUS OF SCHOOL CURRICULUM (EC §49091.14)

The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a fee not to exceed the actual copying cost.

MULTILINGUAL EDUCATION (EC §310)

If the district implements a language acquisition program pursuant to EC §310, information on the types of language programs available and a description of each program will be made available with this notice or upon enrollment.

PROGRAM OPTIONS AND PARENTAL CHOICE

Currently, Aromas-San Juan Unified offers one language-acquisition program—Structured English Immersion (SEI)—at every school site; SEI provides daily Designated and Integrated English Language Development alongside grade-level instruction delivered primarily in English and supported by research-based scaffolds. Parents or legal guardians who wish the district to establish an additional language-acquisition program may submit a brief written request (or the district "Parent Request to Establish a Language-Acquisition Program" form) to their site principal or to:

Sara Perez
English Learner Teacher on Special Assignment
2300 San Juan Hwy
San Juan Bautista, CA 95045
831-623-4500
sperez@asjusd.org

When 30 or more parents at a school, or 20 or more parents in the same grade level, submit the same request, the district will notify all families within ten school days and, within sixty calendar days, either present a written implementation plan or provide a written explanation of why the program cannot yet be offered, consistent with Education Code §310 and 5 CCR §11311.

PUPIL NUTRITION/NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(B), 49510, 49520 AND 49558)

Meals are provided to all students at no cost during the 2026-27 school year. We request that every family in the district complete an Alternative Household income form on line or on paper and return it to the school office. For more information, contact the Nutrition Services Coordinator, Sandra Benzor, at sbenzor@asjusd.org. More information about our Food Services be found by visiting this webpage (EC 49510-49520, 49558; 42 USC 1761(a).

EDUCATIONAL EQUITY REGARDLESS OF IMMIGRATION STATUS, CITIZENSHIP, OR RELIGION (EC §234.7 AB495)

Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. The district will not release student information to third parties for immigration-enforcement purposes unless the parent/guardian consents, or as required by a valid judicial subpoena, judicial warrant, or court order.
The California Attorney General has developed a "Know Your Educational Rights" guide for immigrant students and families, available in the following languages:

1. Know Your Educational Rights (English)
2. Know Your Educational Rights (Spanish)
3. Know Your Educational Rights (Chinese)

4. Know Your Educational Rights (Korean)
5. Know Your Educational Rights (Vietnamese)
6. Know Your Educational Rights (Tagalog)

The Attorney General's School Guidance and Model Policies document, which includes information on family safety plans, the Caregiver's Authorization Affidavit, and the importance of keeping emergency contact information current, is also available for review.

FINGERPRINTING PROGRAM (EC §32390)

Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

CHILDREN IN HOMELESS SITUATIONS (42 USC §11431-11435)

Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. Please contact the District's Homeless Liaison at mdougherty@asjusd.org or (831)623-4500x1222 for more information of services and policies related to homeless education rights.

STUDENT USE OF TECHNOLOGY

The Governing Board intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technology resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized use of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with Board policy and the district's Acceptable Use Agreement.

Before a student is authorized to use district technology, the student and their parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence, and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred. The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including but not limited to computer files, email, text messages, instant messaging, and other electronic communication, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in the use of district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rule.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 – Student Records.

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use may also result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technology and circumstances.

MOBILE COMMUNICATION DEVICES (EC §§48901.5, 48901.7; BP 5131.8)

Pursuant to the Phone-Free School Act (AB 3216), the district has adopted a policy limiting student use of smartphones and other mobile communication devices — including cell phones, smart watches, smart glasses, tablets, earbuds/headsets, pagers, and other electronic signaling devices — while students are on campus or under the supervision of district employees.

Instructional time. Mobile communication devices must be turned off and placed in the district- or school-site-adopted storage units during Instructional Time, defined as: (1) any scheduled class period; (2) any other time during the school day when students are expected to be engaged in a learning activity; (3) when students are excused to use the restroom, main office, or student services areas such as counseling, health care, or wellness centers; and (4) student recess or break times. Devices must remain off and stored until the end of Instructional Time.

Noninstructional time: Students may use smartphones or other mobile communication devices on campus during noninstructional time, so long as the device is used in accordance with law and any applicable school rules.

Exceptions. A student shall not be prohibited from possessing or using a mobile communication device in any of the following circumstances:

- In the case of an emergency, or in response to a perceived threat of danger
- When a teacher or administrator grants permission, subject to any reasonable limitation imposed by that teacher or administrator
- When a licensed physician or surgeon determines that possession or use is necessary for the student's health and well-being
- When possession or use is required by the student's individualized education program (IEP)

Search and confiscation: A student's personal electronic device shall not be searched without the consent of the student's parent/guardian, except pursuant to a lawfully issued warrant, when a school official in good faith believes an emergency involving danger of death or serious physical injury requires access to the device, or when the search is otherwise permitted under Penal Code section 1546.1. If a student uses a mobile communication device in an unauthorized manner while at a school site or under district employee supervision, the student may be disciplined and the device may be temporarily confiscated. Confiscated devices will be held according to school-level procedures, which may require parent/guardian pick-up. A student may also be subject to discipline for off-campus use of a mobile communication device that poses a threat to the safety of students, staff, or district property, or that substantially disrupts school activities.

Family communication. Families and students may communicate through the school's main office during the instructional day. The district is not responsible or liable for a student's mobile

communication device that is brought on campus or to a school activity and is lost, stolen, or damaged.

The Board will review and, as necessary, update this policy at least once every five years, with stakeholder participation.

INTERNET SAFETY (ASJUSD BP 6163.4, EC 49073.6, 51006, 51007, 60044, PC 313, 502 632, 653.2;15 USC 65001-6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1-312.12; 47 USC 54.520)

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks seriously literary, artistic, political, or scientific value for minors.

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking".
3. Distributing personal identification information including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass or ridicule that person.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

MISCELLANEOUS

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §32255 ET SEQ.)

Pupils may choose to refrain from participating in educational projects involving the dissection or otherwise harmful or destructive use of animals in accordance with the procedures set forth in EC § 32255.1,

EVERY STUDENT SUCCEEDS ACT (20 USC §6301 ET SEQ.)

Under ESSA, parents have the following rights:

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

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately.

CODE OF CONDUCT FOR EMPLOYEE-PUPIL INTERACTIONS (EC 44050/BP4119.24)

For purposes of this policy, employees include interns, volunteers, contractors, and other persons with an employment relationship with the district. The Board of Trustees desires to provide a safe and positive school environment that promotes the learning, engagement, safety, and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities to maintain the highest professional and ethical standards in their interactions with students, both within and outside the educational setting. Such adults shall not engage in threatening, unsafe, unlawful, or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the

Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The district prohibits retaliation against anyone who reports a violation of this policy. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district websites. (Education Code 44050)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. The Board prohibits inappropriate conduct between employees and students, including but not limited to:

- Initiating inappropriate physical contact
- Attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature
- Engaging in inappropriate socialization or fraternization with a student, or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
- Being alone with a student outside of the view of others
- Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
- Maintaining personal contact with a student during or outside the school day that has no legitimate educational purpose, by phone, letter, text message, social media internet platforms, electronic communications, or other means of communication, without including the student's parent/guardian
- Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
- Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
- Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students
- Addressing a student in an overly familiar manner, such as by using a term of endearment
- Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
- Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
- Transporting a student in a personal vehicle without prior authorization
- Encouraging students to confide personal or family problems and/or relationships

- Disclosing personal, family, or other private matters to students or sharing personal secrets with students
- Engaging in any conduct that endangers or threatens to endanger students, including but not limited to physical violence or threats of violence
- Engaging in harassing or discriminatory behavior toward students, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
- Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
- Using profane, obscene, or abusive language against students

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622)

The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures.

SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5)

Districts are required to provide safety regulations to all new students and students who have not previously been transported by school bus.

MEGAN'S LAW NOTIFICATION (PENAL CODE §290.4)

Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS, ETC. (EC §35186)

A Uniform Complaint process is available to help identify and resolve deficiencies related to instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment. Notice of the complaint process and location at which to obtain a complaint form should be posted in the classrooms.

SCHOOL ACCREDITATION (EC §35178.4)

Districts are required to notify each parent of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Website, or by any combination of these methods.

PUPIL FEES (EC §49010 ET SEQ.)

The district is required to establish policies concerning the provision of a free education to pupils. The district is also required to establish policies for filing a complaint of noncompliance under this section using the Uniform Complaint Procedures. Notice of the district's fee policies and complaint process shall be provided to pupils, parents, and employees on an annual basis.

LOCAL CONTROL AND ACCOUNTABILITY PLAN (EC §§52059.5-52077)

The district is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across

multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the district's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and LCAP are adopted at the local level, the plan will be reviewed by the county superintendent to ensure alignment of projected spending toward goals and services. The following are the State priorities:

- Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
- Implementation of and student access to state academic content and performance standards;
- Parent involvement and participation and family engagement;
- Improving student achievement and outcomes along multiple measures;
- Supporting student engagement;
- Highlighting school climate and connectedness;
- Ensuring all students have access to a broad course of study;
- Measuring other important student outcomes related to required areas of study;
- Coordinating instruction for expelled students; and
- Coordinating services for foster children.

The Board of Education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the Board of Education and the superintendent regarding the LCAP. (ELPACs are required if enrollment in the school district includes at least 15% English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established).

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, its special education local plan area administrator(s), and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan, and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post prominently on the homepage of the school district's website the LCAP approved by the Board of Education and any updates, revisions or addenda to the LCAP as well as post or link to the LCAP submitted by any charter school authorized by the district, and establish policies for filing a complaint of noncompliance under EC §52075 using the Uniform Complaint Procedures. Information regarding the requirements for a Local Control and Accountability Plan and the complaint process shall be provided to pupils, parents, and employees on an annual basis.

RACE AND ETHNIC DATA COLLECTION

In compliance with U.S. Department of Education and California Department of Education guidance, [District Name] collects race and ethnicity data from all students using a two-part question:

1. Is the student Hispanic/Latino?

2. What is the student's race? (one or more selections, including options for specific Asian and Pacific Islander subgroups as required by California law)

This information is submitted via the California Longitudinal Pupil Achievement Data System (CALPADS) to meet state and federal reporting requirements. If data are missing or incomplete after reasonable follow-up, the district may apply consistent methodologies for reporting under CALPADS guidelines.
All responses are kept confidential and securely retained for at least three years.
For more detailed information, please see the California Department of Education's Race and Ethnicity FAQs.

PARENT PARTICIPATION IN SCHOOL MEETINGS AND CONFERENCES (LC 230.8)

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for their children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include:

- Enrollment in grades TK-12
- To address child care or school emergency
- Behavior or discipline problem that requires immediate parent attention
- Sudden school closure, or natural disaster.

("Parent" means parent, guardian, stepparent, foster parent, grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, denotes, suspends, or otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code 230.8 for more details or information.

THE AGE DISCRIMINATION ACT (42 USC § 6101 ET SEQ.)

The Age Discrimination Act prohibits discrimination in programs or activities receiving federal and/or state financial assistance.

THE BOY SCOUTS OF AMERICA EQUAL ACCESS ACT (34 CFR § 108.6)

The Boy Scouts of America Equal Access Act requires public schools to provide equal access to the use of school property to the Boy Scouts and other designated youth groups.

USDA NON DISCRIMINATION 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 (PDF)**, 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:

Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Mail Stop 9410
Washington, D.C. 20250-9410;

Fax: 202-690-7442; or

Email:
PROGRAM.INTAKE@USDA.GOV.
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