Acalanes Union High School District
2026 - 2027 Notice to Parents

REGARDING FEDERAL LAWS AND EDUCATION CODE EXCERPTS RELATING TO RIGHTS OF PARENTS/GUARDIANS OF MINOR PUPILS

Dear Parents/Guardians:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 32390, 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, Chapter 2.3 (commencing with section 32255) of Part 19, and notice of the availability of the program prescribed in Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Your acknowledgment of receipt of this notice is required but does not indicate that consent to participate in any particular program has either been given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity (a separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate). Other legislation grants certain rights that are spelled out in this form.

Please note that underlined headings are hyperlinked to documents found on the Acalanes Union High School District's or other agencies' websites.

Accordingly, you are hereby notified as follows (when used in this notification, "parent" includes a parent or legal guardian):

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ATHLETICS

COMPETITIVE ATHLETICS (Ed. Code, §221.9):

Each public secondary and charter school that offers competitive athletics shall publicly make available, at the end of the school year, the following information:

1. The total enrollment of the school, classified by gender;
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender; and,
3. The number of boys' and girls' teams, classified by sport and by competition level.

Schools shall make the information identified above publicly available by posting it on the school's website. If the school does not maintain its own website, the school can submit the information to its school district to have the information posted on the district's or operator's website; the information shall be disaggregated by school site.

"Competitive athletics" means sports where the activity has coaches, a governing organization, and practices, competes during a defined season, and has competition as its primary goal.

CONCUSSION AND HEAD INJURIES:

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed healthcare provider. If the licensed health care provider determines that the athlete has a concussion or head injury, the athlete can also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course required pursuant to subdivision (d) of Section 51220 (Ed. Code, § 49475).

THE ERIC PAREDES SUDDEN CARDIAC ARREST PREVENTION ACT:

Each school year, before starting California Interscholastic Federation (CIF) activities and non-CIF activities, the school shall collect and retrain a copy of sudden cardiac arrest information acknowledgement from a parent or guardian. A school may hold an informational meeting before

the start of the season for all ages of competitors regarding the warning signs including pupils, parents, coaches, school officials, athletic trainers, and authorized persons. A pupil who passes out or faints while participating or immediately following athletic activity, shall be removed by athletic director, coach, trainer, or authorized person. In the absence of an athletic trainer, a coach shall notify parent/guardian to determine what treatment, if any, the pupil should seek. A pupil who is removed shall not be permitted to return until evaluated and cleared by a physician. This does not apply to physical education activities during the regular school day (Ed. Code, § 33479).

HEALTH INSURANCE COVERAGE FOR ATHLETES:

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance and other health benefits that cover medical and hospital expenses (Ed. Code, § 32221.5).

ATTENDANCE

ABSENCE FOR RELIGIOUS EXERCISES AND INSTRUCTION (Ed. Code, § 46014):
Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month.

NO ACADEMIC PENALTY FOR EXCUSED ABSENCES:
No pupil may have his or her grade reduced or lose credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can be reasonably be provided are satisfactorily completed within a reasonable period of time (Ed. Code, §§ 48205, 48980(i)).

A pupil shall be excused from school when the absence is:

(a) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
(b) Due to quarantine under the direction of a county or city health officer.
(c) For the purpose of having medical, dental, optometrical or chiropractic services rendered.
(d) For the purpose of attending the funeral services of a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.
(e) For the purpose of jury duty in the manner provided for by law.
(f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a doctor's note.
(g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
(h) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
(i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services as defined in section 49701 of the Education Code, and has been called to duty for, is on leave from, or has immediately returned from,

deployment. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(j) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(k) For the purpose of participating in a cultural ceremony or event.

(l) For the purpose of a middle or high school pupil engaging in a civic or political event, provided the pupil notifies the school in advance. A pupil absent pursuant to this section is required to be excused for only one day-long absence per year. A school administrator may permit additional absences pursuant to section 48260(c) of the Education Code.

(m) For any of the following purposes, inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, has died, so long as the absence is not more than three (3) days per incident.

  (i) To access services from a victim services organization or agency.

  (ii) To access grief support services.

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

  (iv) Any absence beyond three days for the reasons described above shall be subject to the discretion of a school administrator, or their designee, pursuant to section 48260.

(n) Due to the pupil's participation in military entrance processing.

(o) Authorized at the discretion of a school administrator based on the facts of the pupil's circumstances, which are deemed to constitute a valid excuse, including, but not limited to, working for a period of not more than five consecutive days in the entertainment or allied industries if the pupil holds a work permit, or participating with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to five days per school year provided the pupil's parent or guardian provides a written note to the school authorities explaining the reason for the pupil's absence (Ed. Code §§ 48260, 48205, 48225.5).

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

For purposes of this section, attendance at religious retreats shall not exceed one school day per semester.

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

A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls (Ed. Code, § 48205).

"Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people (Ed. Code, § 48205).

"Immediate family," as used in this section refers to the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil (Ed. Code, § 48205).

"Victim services organization or agency" means an agency or organization that has a documented record of providing services to victims (Ed. Code § 48205; Labor Code § 230.1).

TRUANCY:
Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district (Ed. Code, §§ 48260, 48260.5, 48262, 48263).

VICTIM OF A VIOLENT CRIME:
A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends has the right to transfer to another school within the district. The district has fourteen (14) calendar days to offer students the option to transfer. For more information, please contact the Associate Superintendent of Administrative Services at the District Office (20 U.S.C. § 7912).

CURRICULUM AND INSTRUCTION

ACCESS TO INTERNET AND ONLINE SITES:
Districts are required to notify parents of policies pertaining to Internet and online access. The district is dedicated to the use of technology as a tool to enhance educational excellence by facilitating resource sharing, innovation, and communication. Specifically, the use of the Internet provides opportunities to access a wide variety of information, reference materials, and educational resources. In addition, the district uses an online community system to enhance the learning environment.

The use of the network and access to the internet is a privilege, not a right. Any violation of this agreement may result in the loss of the user's network access, disciplinary and/or legal action, including suspension or expulsion from District schools, and/or criminal prosecution by government authorities. The District intends to cooperate with the investigation of any legitimate law enforcement agency should any user action on the network lead to such an investigation (Ed. Code, § 48980(j)),

ASSISTANCE TO COVER COSTS OF ADVANCED PLACEMENT EXAMINATION FEES:
The District may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged students (Ed. Code, §§ 48980(j), 52242).

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS:
The California Assessment of Student Performance and Progress (CAASPP) includes Smarter Balanced assessments in English Language Arts and Math in grades 3 - 8 and 11 and California Alternative Assessments (CAA) in English Language Arts and Math in grades 3 - 8 and 11 for students with significant cognitive disabilities. The California Science Test (CAST) for science is required for all students in grades 5, 8, and once in high school unless the student's IEP indicates administration of the CAA. Students in grades 3 - 8 and in high school may choose to take the optional standards-based test in Spanish (CSA) for reading/language arts. The CAASPP includes an assessment for students whose primary language is a language other than English upon enrollment in a California public school. A parent or guardian may make a written request to excuse their child from any or all parts of the assessments (Ed. Code, §§ 52052, 60604, 60615, 60640; 5 C.C.R. § 852).

COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV/AIDS PREVENTION EDUCATION:
A parent or guardian has the right to excuse their child from comprehensive sexual health education, human immunodeficiency virus (HIV) prevention education, and assessments related to that education. A parent or guardian who wishes to exercise this right must state their request in writing (Ed. Code, § 51938). A parent or guardian may inspect the written and audiovisual

educational materials used in comprehensive sexual health education and HIV and acquired immunodeficiency syndrome ("AIDS") prevention education. Parents have a right to request that the District provide them with a copy of the California Healthy Youth Act (Ed. Code, § 51930 et. seq.).

Parents or guardians shall be notified in writing if the District plans to administer an anonymous, voluntary, and confidential test, questionnaire, or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire, or survey. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing (Ed. Code, § 51938).

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction whether the instruction will be taught by District personnel or by outside consultants. If outside consultants or guest speakers are used, the notice shall include date of instruction, and the name of the organization or affiliation of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933, 51934, and 51938 (Ed. Code, § 51938). If arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians no less than 14 days before instruction is given (Ed. Code, § 51938).

COURSE ASSIGNMENTS:
The District is prohibited from assigning a student enrolled in any of grades 9 through 12 to any course period without educational content for more than one week in any semester, except under specified conditions. Under no circumstances will the District assign a student enrolled in any grades 9 through 12 to a course period without educational content because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day (Ed. Code, § 51228.1).

The District is prohibited from assigning a student enrolled in grades 9 through 12 to a course that the student had previously completed and received a grade determined by the District to be sufficient to satisfy the requirements and prerequisites for admission to the California public post-secondary schools and the minimum high school graduation requirements, except under specified conditions. Under no circumstances will the District assign a student enrolled in any of grades 9 through 12 to a course the student has previously completed and received a sufficient grade, as specified, because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day (Ed. Code, § 51228.2).

These sections do not apply to students in alternative schools, community day schools, continuation high schools or an opportunity school. The District may continue to authorize dual

enrollment in community college, to run evening high school programs, and to offer independent study, work experience education, and other specified courses.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations (Ed. Code, § 51228.3).

COURSES OF STUDY, GRADES 7 TO 12:
Districts are required to provide parents or guardians of each minor pupil enrolled in grades 9 to 12 written notice of college admission requirements and career technical education courses (Ed. Code, § 51229).

DISSECTION OF ANIMALS:
If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining knowledge, information, or experience required by the course of study. No student shall be discriminated against based upon their decision to exercise their rights under this section (Ed. Code, §§ 32255 - 32255.6).

EVERY STUDENT SUCCEEDS ACT (ESSA):
The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following notice may change and new information may be added.

- **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 they teach, whether the teacher is teaching under and emergency permit or other provisional status because of special circumstances, the major or field of discipline for any degrees or certifications held by the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. In addition, parents have a right to notice when the parent's child has been taught for four or more weeks by a teacher who is not highly qualified (ESEA § 1112(e)(1)(A) (as amended by ESSA)).

- **Information Regarding Individual Student Reports on Statewide Assessments**: Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student (ESEA § 1112(e)(1)(B) (as amended by ESSA).

- **School Identified for School Improvement**: A local educational agency shall promptly provide notice to a parent or parents of each student enrolled in an elementary school or a secondary school identified for school improvement (school that fails for two consecutive years to make adequate yearly progress as defined in the State's plan) for comprehensive support and improvement activities or targeted support and improvement activities. The notice will be in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The notice will include an explanation of what the identification means; how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency; the reasons for the identification; an explanation of what the school identified for school improvement is doing to address the problem of low achievement; an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem; and explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child) (ESEA § 1111(c-d) (as amended by ESSA)).

- **Parent and Family Engagement**: ESSA requires the District to notify parents of a written parent and family engagement policy (ESEA §1116) (as amended by ESSA) (20 U.S.C. § 6318(b)). The policy must include how each school will: convene an annual meeting to which all parents of participating students shall be invited and encouraged to attend, to inform parents of the requirements of this policy and the right of parents to be involved; offer a flexible number of meetings; involved parents in an organized and timely manner in the review and development of programs under this part including development of the parent and family engagement policy; provide parents timely notice about programs under this part, a description of the curriculum in use at the school, the forms of academic achievement, and if requested by parents, opportunities for regular meetings to formulate suggestions and participate in decisions related to the education of their children; allow parents to submit comments on the plan when the school makes it public; jointly develop a compact with parents describing the school's responsibility to provide high-quality curriculum in a supportive and effective learning environment and addresses the importance of communication between parents and teachers; provide assistance to parents of children served by the school in understanding academic standards, assessments, and the requirements of this part; provide materials and training to help parents work with

their children's achievement; educate teachers on the importance of parent outreach and communication; coordinate parent involvement in school programs; provide information related to school and parent programs in a format and language the parents can understand; adopt and implement model approaches to improving parent involvement; and provide other reasonable support for parental involvement activities as parents may request. This policy shall be provided in a format and, to the extent practicable, in a language that parents will understand.

- **Limited English Proficient Students**: ESSA requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs (including content, instructional goals, and the use of English and native language); the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and, parent options for removing a student from a program, declining initial enrollment and/or choosing another program (ESEA § 1112(e)(3)(A) (as amended by ESSA)). In addition, the notice shall include the following: 1) whether the student is a long-term English learner or at risk of becoming a long-term English learner; (2) the manner in which the program will meet the needs of long-term English learners of those at risk of becoming long-term English learners; (3) the manner in which the program will help long-term English learners or those at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards (Ed. Code, §§ 313.2, 440; 20 U.S.C. § 6312).

The information provided above is available upon request from each student's school or the district office. Additional notices that may be required shall be sent separately (20 U.S. C. § 6301 et seq.).

EXCUSE FROM INSTRUCTION IN HEALTH:
Upon written request of a parent or guardian, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' or guardian(s)' religious training or beliefs (including personal moral convictions) (Ed. Code, § 51240).

INSTRUCTIONAL MATERIALS AND UNLAWFUL DISCRIMINATION:
The District shall not adopt or approve the use of any textbook, instructional material, supplemental instructional material, professional development materials, or curriculum for classroom instruction if the use of the textbook, instructional material, supplemental instructional material, or curriculum would subject a student to unlawful discrimination. A complaint regarding

an alleged violation of this provision may be filed under the Uniform Complaint Procedures by any member of the public, including anyone electing to file anonymously if they provide enough information to support an allegation of noncompliance (Ed. Code § 244).

The District engages in a thorough process to select curricular materials that align with state and local content standards and support academic achievement. Parents and guardians are able to review AUHSD curricular materials through course syllabi, Canvas course pages, and the AUHSD website. If you have concerns about any AUHSD curricular materials, including concerns related to personal religious beliefs, please contact a school administrator so they can address your concerns.

LANGUAGE ACQUISITION PROGRAM:

If the District implements a language acquisition program pursuant to Education Code section 310, it will provide the parent or legal guardian of a minor pupil annually, or upon the pupil's enrollment, with information on the types of language programs available to pupils enrolled in the District, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program (Ed. Code, § 310; Cal. Code Regs., title 5, §§ 11309, 11310).

PARENT CLASSROOM VISITS:

Upon written requests by parents, the Superintendent or designee shall arrange for parental observation of a class or activity in a reasonable timeframe and in accordance with Board Policy and Administrative Regulations (BP 5020 and AR 5020).

PUPIL FEES:

A pupil enrolled in a public school will not be required to pay a pupil fee for participation in an educational activity (Ed. Code, § 49011).

(a) The following requirements apply to prohibited pupil fees:

(i) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.

(ii) A fee waiver policy shall not make a pupil fee permissible.

(iii) The District and its schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.

(iv) The District and its schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and the District and its schools shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did

not or will not provide money or donations of goods or services to the District or school.

(b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. The District and its schools are not prohibited from providing pupils prizes or other recognitions for voluntarily participating in fundraising activities (Ed. Code, § 49010 et seq.).

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations (Ed. Code, § 49013).

PUPIL-FREE STAFF DEVELOPMENT DAY AND MINIMUM DAY SCHEDULE:

A copy of the District's pupil-free staff development day and minimum day schedules are available on the District's website. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date (Ed. Code, § 48980(c)).

PUPIL SAFETY AND LEARNING ENVIRONMENT:

The District has a written policy promoting safe environments for pupil learning and engagement. The policy addresses "professional boundaries" between employees and students and establishes appropriate limits on contact during or outside the school day between students and employees via social media internet platforms, text messaging, and other forms of communication that do not otherwise include the students' parent or guardian (Ed. Code, § 32100).

REGIONAL OCCUPATIONAL CENTERS AND PROGRAMS/COUNTY OFFICES OF EDUCATION PROGRAMS/ADULT EDUCATION PROGRAMS:

A regional occupational center or program, county office of education program, or adult education program must meet specified requirements for certification by the Superintendent of Public Instruction in order to provide an employment training program for adults or to authorize an education program beyond secondary education that leads to a degree or certificate (Ed. Code, § 52334.7).

A complaint alleging that a local agency violated federal or state laws or regulations governing adult education programs under Education Code section 52501 or regional occupational center and programs may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. A complaint alleging that a county office of education violated federal or state laws or regulations governing the county office's participation in any student financial assistance program authorized by Title IV may also be filed under the Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

REVIEW OF CURRICULUM:
A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost (Ed. Code, § 49091.14).

SEX EQUITY IN CAREER PLANNING:
Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions (Ed. Code, § 221.5(d)).

SEXUAL ABUSE AND SEX TRAFFICKING PREVENTION:
Authorizes school districts to provide sexual abuse and sex trafficking prevention education, which includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education (Ed. Code, § 51950).

SEXUAL ABUSE AND SEXUAL ASSAULT AWARENESS AND PREVENTION:
Authorizes school district, county offices of education, and charter schools to provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness and prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sexual assault awareness and prevention (Ed. Code, § 51900.6).

SURVEYS:
Anonymous, voluntary, and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent or guardian is notified in writing that 1) this test, questionnaire, or survey is to be administered; 2) the student's parent or guardian is given the opportunity to review the test, questionnaire, or survey; and 3) the parent's consent in writing (Ed. Code, § 51513).

UNLAWFUL DISCRIMINATION IN SCHOOLS:
The District is prohibited from adopting or approving the use of any textbook, instructional material, supplemental instructional material, professional development material, or curriculum for classroom instruction if the use of such material would subject a student to unlawful discrimination. If the District has reason to believe that such materials have been used in a classroom, the District shall investigate and remediate any violation. A complaint pursuant to this

section may be filed under the Uniform Complaint Procedures. A complaint may be filed by any member of the public, including anonymously, if the complaint provides evidence or information supporting an allegation of noncompliance with this requirement (Ed. Code, §§ 244, 48980(o), 51501).

A teacher shall not give instruction and the District shall not sponsor any activity which promotes a discriminatory bias on the basis of race or ethnicity, gender, religion, disability, nationality, or sexual orientation, or pursuant to a characteristic listed in Section 220. Teacher instruction shall be factually accurate and align with the adopted curriculum and standards and be consistent with accepted standards of professional responsibility, rather than advocacy, personal opinion, bias, or partnership. (Ed. Code, §§ 48980(o), 51500)

DISCIPLINE

ATTENDANCE OF SUSPENDED PUPIL'S PARENT:
If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in their child's classes (Ed Code, § 48900.1). Employers may not discriminate against parents who are required to comply with this requirement (CA Labor Code § 230.8).

CIVILITY ON SCHOOL GROUNDS:
Any person who willfully disturbs any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars ($500) (Ed. Code, § 32210).

DANGEROUS OBJECTS:
It is a crime for any student to possess a laser pointer on any elementary or secondary premises unless the possession is for a valid instructional or other school-related purpose, including employment (PC § 417.27).

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school (PC §§ 20150 - 20180).

DRESS CODE/GANG APPAREL:
The district is authorized to adopt a reasonable dress code (Ed. Code, § 35183).

DUTIES OF PUPILS:
Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers and others in authority, and refrain from the use of profane and vulgar language (5 CCR § 300).

DUTY CONCERNING CONDUCT OF PUPILS:
Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on school grounds (Ed. Code, § 44807).

ELECTRONIC LISTENING OR RECORDING DEVICE:
The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action (Ed. Code, § 51512).

HAZING PROHIBITION:
Pupils and other persons in attendance are prohibited from engaging in or attempting to engage in hazing (Ed. Code, § 48900(q)).

MANDATORY EXPULSION VIOLATIONS:
Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

The school board shall order the student expelled upon finding that the student committed the act (Ed. Code, § 48915).

OFF CAMPUS CYBERBULLYING:
School districts are authorized but not required to address reported acts of cyberbullying that occur outside of school hours and outside of the campus. On or before July 1, 2027, the District will adopt or modify its existing procedures for preventing acts of bullying, to address certain reported acts of cyberbullying occurring outside of school hours and outside of the campus (Ed. Code, § 234.41)

OFF CAMPUS MISCONDUCT OF TECHNOLOGY:
Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity (Ed. Code, § 48900(r)). For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours.

PROPERTY DAMAGE:
Parents or guardians may be held financially liable if their child willfully damages school property or fails to return property loaned to the child. The school may further withhold grades, diplomas, and transcript of the pupil until restitution is paid (Ed. Code, § 48904).

SEARCH OF SCHOOL LOCKERS:
School lockers remain the property of the Acalanes Union High School District, even when assigned to students. Lockers are subject to search whenever the District finds a need to do so. The use of school lockers for other than school related purposes is prohibited. Improper use of school lockers will result in disciplinary action.

STUDENT DISCIPLINE:

District and school rules pertaining to student discipline are available to parents or guardians of district students in the school office (Ed. Code, § 35291). Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours (Ed. Code, § 48900(r)).

HEALTH SERVICES AND SAFETY

ADMINISTRATION OF MEDICATION: Medication prescribed by a physician or ordered by a physician assistant for a child may be administered during the school day by the school nurse or other designated school personnel, or the student may carry and self-administer a prescription epinephrine delivery system, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law.

In order for a student to be assisted by a school nurse or other designated school personnel, the District must obtain both (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and (2) a written statement from the parent, foster parent, or guardian indicating the desire that the District assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant.

In order for a child to carry and self-administer a prescription epinephrine delivery system, the District must obtain both (1) a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the epinephrine delivery system, and (2) a written statement from the parent, foster parent, or guardian consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise regarding the medication, and releasing the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication pursuant to this section.

The written statements specified in this section shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Forms for administering medication may be obtained from the school secretary. A student may be subject to disciplinary action if the student uses an epinephrine delivery system in a manner other than as prescribed. (Ed. Code, §§ 49423, 49423.1, 49423.5).

ASBESTOS MANAGEMENT PLAN:
The current management plan for asbestos-containing materials in school buildings may be requested through the District's Director of Facilities, Maintenance, Grounds, and Transportation (40 C.F.R. § 763.93).

COMMUNICABLE DISEASES:
The district is authorized to administer immunizing agents to pupils, whose parents or guardians have consented, in writing, to the administration of such immunizing agent (Ed. Code, § 49403).

COMPREHENSIVE SCHOOL SITE SAFETY PLAN:
Each school is required to report on the status of its school safety plan, including the 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 (Ed. Code, § 32280 et seq.).

CONFIDENTIAL MEDICAL SERVICES:
For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian (Ed. Code, § 46010.1).

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

GUN-FREE SCHOOL ZONE:
A person holding a valid license to carry a concealed firearm may carry a firearm in an area that is within 100 feet of, but not on the grounds of, a public or private school providing instruction in kindergarten or grades 1 to 12, inclusive. There is an exception for certain appointed peace officers who are authorized to carry a firearm by their appointing agency and for certain retired reserve police officers who are authorized to carry a concealed or loaded firearm (PC §§ 626.9, 30310).

IMMUNIZATION INFORMATION SYSTEMS RECORD SHARING:
Pursuant to Health and Safety Code section 120440, the District is required to disclose certain immunization records to:

Contra Costa County Public Health
2500 Bates Avenue, Suite B
Concord, CA 94520

State Department of Public Health

The records include:

1. The name of the pupil and names of the parents or guardians of the pupil;
2. Date of birth of the pupil;
3. Types and dates of immunizations received by the pupil;
4. Manufacturer and lot number for each immunization received;
5. Adverse reaction to immunizations received;
6. Other nonmedical information necessary to establish the pupil's unique identity and record;
7. Results of tuberculosis screening;
8. Current address and telephone number of the pupil and the parents or guardians of the pupil;
9. Pupil's gender;
10. Pupil's place of birth;
11. Pupil's race and ethnicity;
12. Pupil's information needed to comply with education and childcare immunization requirements including:
    a. Diphtheria;
    b. Hepatitis B;
    c. Haemophilus influenza type b;
    d. Measles;
    e. Mumps;
    f. Pertussis (whooping cough);
    g. Poliomyelitis;
    h. Rubella;
    i. Tetanus;
    j. Varicella (chickenpox);
    k. Any other disease deemed appropriate by the State Department of Public Health.

Any information shared with the Contra Costa County Public Health Department and the State Department of Public Health shall be treated as confidential medical information and shall be used only to share with each other, and, upon request, with: health care providers; schools; childcare facilities; family childcare homes; Women, Infant, and Child service providers; county human services agencies; foster care agencies; and health care plans. These providers, agencies, and institutions shall, in turn, treat the shared information as confidential, and shall use it only to:

1. Provide immunization services to the pupil, including issuing reminder notifications to parents or pupils when immunizations are due.
2. Provide or facilitate provision of third-party payer payments for immunizations.
3. Compile and disseminate statistical information of immunization status on groups of pupils in California, without identifying information for these pupils included in these groups or populations.

4. Carry out the responsibilities regarding immunization for attendance or participation benefits in education programs.

You and your pupil have the right to examine any immunization-related information or tuberculosis screening results shared pursuant to this requirement and to correct any errors therein.

You or your pupil may refuse to allow this information to be shared pursuant to this requirement or to receive immunization reminder notifications at any time, or both. If you do not want this information to be shared or to receive reminder notifications, please contact:

Amy McNamara
Deputy Superintendent, Administrative Services
1212 Pleasant Hill Road, Lafayette, CA 94549
925-280-3900 extension 6622

Regardless of whether you do wish to share immunization-related information, your pupil's physician may maintain access to this information for purposes of pupil care or protecting the public health. In addition, the Contra Costa County Public Health Department and the State Department of Public Health may maintain access to this information for the purposes of protecting the public health.

IMMUNIZATIONS:
The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Chapter 1 (commencing with section 120325) of part 2 of division 105 of the Health and Safety Code. The immunization exemption based on personal beliefs has been eliminated (Health & Safety Code, § 120325). A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten to grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7th grade unless the student has been immunized for their age as required by law (Health & Safety Code, § 120335). A student may still be exempted from the immunization requirement based on medical condition or circumstances. A licensed physician or surgeon must transmit a completed medical exemption certification form from the California Department of Public Health directly to the local educational agency and the California Immunization Registry. The standardized medical exemption form shall be the only documentation of a medical exemption that shall be accepted by the District (Health & Safety Code, §§ 120370, 120372).

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. The health care practitioner may administer immunizations for the prevention and control of diseases that present a current or potential outbreak as declared by a federal, state, or local public health officer (Ed. Code, §§ 48216, 48980(a), 49403; Health & Safety Code, §§ 120325, 120335).

Free or low-cost immunizations for children are available at https://www.acalanes.k12.ca.us/healthinsurance.

To discuss a medical exemption for your student, contact Amy McNamara at (925) 280-3900 extension 6622.

MEDICAL AND HOSPITAL SERVICES NOT PROVIDED/ACCIDENTAL INJURY INSURANCE:
The District does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Health Families at 1-866-294-4347. (Ed. Code, §§ 32221.5, 49470, 49471).

MEDICAL COVERAGE FOR INJURIES:
Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without their consent or, if the pupil is a minor, without the consent of a parent or guardian (Ed. Code, § 49472).

MENTAL HEALTH SERVICES:
The District shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community (Ed. Code, § 49428). Mental health services are accessible to all students at Wellness Centers located at each comprehensive high school campus including Acalanes, Campolindo, Las Lomas, and Miramonte. Available services include individual and group counseling services for students experiencing problems with their social-emotional health. School-based mental health services aim to optimize student well-being and help reconnect students back to learning in the classroom. Parents and caregivers can refer students to services by contacting their School Counselor or contacting site Wellness staff directly. Students can self-refer friends by stopping by the Wellness Center and speaking with Wellness staff directly. Wellness staff can also assist families by making appropriate referrals to services in the community, as needed. Students at Acalanes Center for Independent Study (ACIS) can access mental health services through the ACIS Coordinator.

NUTRITION PROGRAM:
The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required (Ed. Code, § 49510 et seq.).

PESTICIDE PRODUCTS:
All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. Parents or guardians may request prior notice of individual pesticide applications at school. If a parent wishes to be notified every time a pesticide is going to be applied, they must complete the Pesticide List/Chemical Use Notification form on the District's website. A copy of the integrated pest management plan for the school site or District is available on the District website (Ed. Code, §§ 48980.3, 17611.5, 17612).

PHYSICAL EXAMS AND TESTING:
The District is required to conduct certain physical examinations and vision and hearing testing of students, unless the parent has a current written objection on file. However, the child may be sent home if they are believed to be suffering from a recognized contagious or infectious disease, and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist (Ed. Code, §§ 49451, 49452, 49452.5, 49455; Health & Safety Code, § 124085).

PREGNANT AND PARENTING PUPILS:
Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. "Pregnant or parenting pupil" means a pupil who gives or expects to give birth or a parenting pupil who has not given birth and who identifies as the parent of the infant.

A pregnant or parenting pupil is entitled to eight weeks of parental leave. This leave may be taken before the birth of the pupil's infant if there is a medical necessity and/or after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. A pregnant or parenting pupil is entitled to additional leave if deemed medically necessary by the student's physician (Ed. Code, § 46015).

The person holding the student's educational rights (i.e. the pupil if over 18 or the parent if under 18) may notify the school of the student's intent to exercise this right. Leave may still be taken even if notice was not provided.

During the leave, the student's absence shall be deemed excused and the student shall not be required to complete academic work or other school requirements.

A pregnant or parenting pupil may return to the school and the course of study in which they were enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during their leave, including, but not limited to, makeup work plans and re-enrollment in courses.

A pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete its graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.

A student who chooses not to return to the school in which he or she was enrolled before taking the leave is entitled to alternative education options offered by the local educational agency to include educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.

A student will not incur any academic penalties as a result of using the accommodations in this section (Ed. Code, §46015).

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures in accordance with Title 5 of the California Code of Regulations.

SAFE STORAGE OF FIREARMS:
The District is required to provide parents notice of California's child access prevention laws and laws relating to the safe storage of firearms. The District has attached a memorandum describing such laws (Ed. Code, §§ 48986, 49392).

STUDENTS ON MEDICATION:
Parents are to notify the school nurse or other designated certificated school employee if their child is on a continuing medication regimen. This notification shall include the name of the mediation being taken, the dosage, and the name of the supervising physician. With parental consent, the school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate (Ed. Code, §§ 49423, 49480).

STUDENT PARENT LACTATION ACCOMMODATIONS:
The District is required to provide reasonable accommodations to a lactating student on a school campus to address breastfeeding needs (Ed. Code, §222).

A student may not be penalized academically because of the reasonable accommodations provided during the school day. A student must also be given the opportunity to make up missed work.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures in accordance with Title 5 of the California Code of Regulations.

SUN PROTECTIVE CLOTHING AND USE OF SUNSCREEN:
School sites must allow for outdoor use of sun protective clothing and must provide for the use of sunscreen by students during the school day by an established policy (Ed. Code, § 35183.5).

SYNTHETIC DRUGS:
The District is required to provide parents notice of the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, the possibility that dangerous synthetic drugs can be found in counterfeit pills, and the risks of social media platforms being used as a way to market and sell synthetic drugs, such as fentanyl. A memorandum describing such laws may be found in the Addendum of this notification.

TOBACCO-FREE SCHOOLS:
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: cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. 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 (HSC §§ 104420, 104495, and 104559).

TYPE 1 DIABETES INFORMATION:
Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided is intended to raise awareness about this disease. Type 1 diabetes usually develops in children and young adults, but can occur at any age.

- According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively.
- The peak age of diagnosis of type 1 diabetes is 13 - 14 years, but diagnosis can also occur much earlier or later in life.

Type 1 diabetes affects insulin production. As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood into the cells. In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise. Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia. Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life threatening complication of diabetes.

Risk Factors Associated with Type 1 Diabetes:

(a) It is recommended that students displaying warning signs associated with type 1 diabetes, which are described below, should be screened (tested) for the disease by their healthcare provider.
(b) Researchers do not completely understand why some people develop type 1 diabetes and others do not; however, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes.
(c) Other factors may play a role in developing type 1 diabetes, including environmental triggers such as viruses.
(d) Type 1 diabetes is not caused by diet or lifestyle choices.

Warning Signs and Symptoms Associated with Type 1 Diabetes:

(a) Warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:
    (i) Increased thirst.
    (ii) Increased urination, including bed-wetting after toilet training.
    (iii) Increased hunger, even after eating.
    (iv) Unexplained weight loss.
    (v) Feeling very tired.
    (vi) Blurred vision.
    (vii) Very dry skin.
    (viii) Slow healing of sores or cuts.
    (ix) Moodiness, restlessness, irritability, or behavior changes.
(b) DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency and symptoms include:
    (i) Fruity breath.
    (ii) Dry/flushed skin.
    (iii) Nausea.
    (iv) Vomiting.
    (v) Stomach pains.
    (vi) Trouble breathing.
    (vii) Confusion.

Types of Diabetes Screening Tests that are Available:

(a) Glycated hemoglobin (A1C) test: a blood test measures the average blood sugar over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
(b) Random (non-fasting) blood sugar test: a blood sample is taken any time without fasting. A random blood sugar level of 200 milligrams per deciliter (mg/dl) or higher suggests diabetes.
(c) Fasting blood sugar test: a blood sample is taken after an overnight fast. A level of 126 mg/dl or higher on two separate tests indicates diabetes.
(d) Oral glucose tolerance test: A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dl after two hours indicates diabetes.

Type 1 Diabetes Treatments:

(a) There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment.
(b) If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan.
(c) Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

Please contact your student's school nurse or health care provider if you have any questions.

TYPE 2 DIABETES INFORMATION:

Type 2 diabetes is the most common form of diabetes in adults. Until recently, 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 their lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood into the cells. In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise. Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia. Untreated hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes:

(1) It is recommended that students displaying warning signs associated with type 2 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.
(2) Researchers do not completely understand why some people develop type 2 diabetes and other do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:
    (a) 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.
    (b) 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.
    (c) Inactivity. Being inactive further reduces the body's ability to respond to insulin.
    (d) Specific race/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
    (e) 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:

(a) 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.
    (i) Increased thirst, dry mouth, and frequent urination.
    (ii) Increased hunger, even after eating.
    (iii) Unexplained weight loss.
    (iv) Feeling very tired.
    (v) Blurred vision.
    (vi) Slow healing of sores or cuts.
    (vii) Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms.
    (viii) Irregular periods, no periods, and/or excess facial and body hair growth in girls.
    (ix) High blood pressure or abnormal blood fat levels.

Type 2 Diabetes Prevention Methods and Treatments:

(a) Health 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 body weight and normal blood glucose levels.
    (i) Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.

(ii) Get more physical activity. Increase physical activity to at least 60 minutes every day.

(iii) Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

(b) 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 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).

Types of Diabetes Tests that are Available:

(e) Glycated hemoglobin (A1C) test: a blood test measures the average blood sugar over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

(f) Random (non-fasting) blood sugar test: a blood sample is taken any time without fasting. A random blood sugar level of 200 milligrams per deciliter (mg/dl) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

(g) Fasting blood sugar test: a blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dl is normal. A level of 100 to 125 mg/dl is considered pre-diabetes. A level of 126 mg/dl or higher on two separate tests indicates diabetes.

(h) Oral glucose tolerance test: A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dl after two hours indicates diabetes.

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

RESIDENCY AND ENROLLMENT

ATTENDANCE OPTIONS:

Students who attend schools other than those assigned by the District are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the District in which the parent lives (intradistrict transfer) , and three separate processes for selecting schools in other districts (interdistrict transfer) (Ed. Code, § 48980(h)).

The District's Policy on Interdistrict Transfers may be found under Board Policy 5117 and Administrative Regulation 5117. The District's Policy on Intradistrict Transfers may be found under Board Policy 5116.1 and Administrative Regulation 5116.1. The general requirements and limitations of each process are described as follows:

(a) Choosing a School within the District in Which Parent Lives: Education Code section 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. However, a district may consider special circumstances that might be harmful or dangerous to a particular pupil in the current attendance area of the pupil, including physical threats of bodily harm or threats to the emotional stability of the pupil documented by a state or local agency, licensed or registered professional, or court order.
- 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.
- A district is not required to provide transportation assistance to a student who transfers to another school in the district under these provisions.
- 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.
- ***Victims of Bullying***: A school district of residence must approve an intradistrict transfer request for a victim of an act of bullying unless the requested school is at maximum capacity, in which case the district must accept an intradistrict transfer

request for a different school within the district. A school district of residence may not prohibit the interdistrict transfer of a victim of an act of bullying if there is no available school for an intradistrict transfer and if the school district of proposed enrollment approves the transfer application (Ed. Code, § 46600).

- A school district of proposed enrollment shall ensure that pupils admitted under this law are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether a pupil should be enrolled based on academic or athletic performance, physical condition, English proficiency, family income, or any of the individual characteristics set for in Education Code section 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status.

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

(i) ***Interdistrict Transfers*** (Ed. Code, §§ 46600-46610): 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. The law on interdistrict transfers also provides for the following:

- Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which they are enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.
- Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement (Ed. Code, §§ 46600(b), 48900(r)).
- 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 (Ed. Code, § 46601).
- A school district of residence shall not prohibit the transfer of a student who is a homeless child or youth, a current or former migratory child, a foster youth, the victim of an act of bullying, or a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the transfer application.
- If a pupil is a victim of an act of bullying and their school district of residence has only one school offering their grade level, such that there is no option for

an interdistrict transfer, the pupil may apply for an interdistrict transfer, and the school district of residence shall not prohibit the transfer if the school district of proposed enrollment approves the application for transfer (Ed. Code, § 46600).

- A school district that elects to accept an interdistrict transfer pursuant to this subdivision shall accept all pupils who apply to transfer under this subdivision until the school district is at maximum capacity and shall ensure that pupils admitted under this subdivision are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on his or her academic performance, athletic performance, physical condition, proficiency in English, family income, actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics (Ed. Code, § 46600).
- Upon request of the parent on behalf of a pupil eligible for transfer pursuant to this subdivision, a school district of enrollment will provide transportation assistance to a pupil who is eligible for free or reduced-price meals (Ed. Code, § 46600).
- A school district of enrollment may provide transportation assistance to any pupil admitted under this subdivision (Ed. Code, § 4600(d)).

(ii) ***"Allen Bill" Transfers*** (Ed. Code, §48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which their parents (or legal guardian(s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. 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 Education Code section 48204(b) include:

- Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the

student's transfer if it is determined that there would be a negative impact on the district's desegregation plan.

- The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state 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 is encouraged to provide in writing to the parent the specific reasons for denying the transfer.

NOTICE OF ALTERNATIVE SCHOOLS:

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

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

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

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

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

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

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of the district, and the principal's office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the district establish alternative school programs in each district (Ed. Code, § 58501).

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

STUDENT RESIDENCY:

A student may be enrolled in the District if (1) the student's parent, legal guardian, or other person having control and charge of the student resides in the District (Ed. Code, § 48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children's institution, licensed foster home, or family home; (4) the student is a foster child who remains in their school of origin pursuant to Education Code section 48853.5(f) and (g); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; (7) the student resides in a state hospital within the District; or (8) the student's parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of their employment within the school district boundaries for a minimum of three days during the school week (Ed. Code, § 48204). The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week (Ed. Code, § 48204). A student (including a student eligible for services under the federal Individuals with Disabilities Act [20 U.S. C. §1400 et seq.], Section 504 of the federal Rehabilitation Act of 1973 [29 U.S.C. §794], or the federal Americans with Disabilities Act of 1990 [42 U.S.C. §12101 et seq.], as applicable, also complies with the residency requirements for school attendance in a school district if they are a student whose parent is transferred or pending transfer to a military installation within the state while on active duty pursuant to an official military order. However, the parent must provide proof of residence in the school district within ten (10) days after the published arrival date provided on official documentation (Ed. Code, § 48204.3). Upon notification that a student enrolling pursuant to their parent's active military duty is receiving, or may be eligible to receive, services or accommodations as applicable, the District shall promptly coordinate with the student's parents and previous school to ensure the timely exchange of records and to reduce any delays in the student receiving comparable services or accommodations, including, but not limited to, implementation of their individualized education program, individualized family service plan, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (Ed. Code, § 48204.3). A student also complies with the residency requirement if the student's parent/guardians were residents of the state but departed California against their will if the student provides official documentation evidencing the departure of their parent/guardians against their will; that the student moved outside of California as a result of their parent/guardians departing California against their will; and that the student lived and was enrolled in school in California immediately before moving outside of California (Ed. Code, § 48204.4).

STUDENT RECORDS

INSPECTION OF STUDENT RECORDS:

State law requires that the District notify parents of the following rights which pertain to student records (Ed. Code, §§ 49063, 49069.7; 34 C.F.R. § 99.7).

(a) A parent or guardian has the right to inspect and review student records relating directly to their child during school hours or obtain a copy of such records within five (5) business days of their request.

(b) Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at their child's school. The principal of each school is ultimately responsible for maintenance of student records.

(c) A parent with legal custody has a right to challenge information contained in their child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

(d) A parent or guardian has the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent disclosure is authorized without consent.

(e) A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies, or organizations requesting and/or receiving information from the records and the legitimate interests therefore to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians (Ed. Code, § 49064).

(f) School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access (Ed. Code, §§ 49063(d), 49076, 49076.5; 20 U.S.C. § 1232g).

(g) Parents and guardians have the right to authorize the release of student records to themselves. Only parents or guardians with legal custody can authorize the release of student records to others.

(h) Parents and guardians will be charged a reasonable fee not to exceed the actual cost of providing copies for the reproduction of student records.
(i) Parents have the right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records (20 U.S.C. § 1232g(g)).
(j) Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

A parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

(i) Inaccurate.
(ii) An unsubstantiated personal conclusion or inference.
(iii) A conclusion or inference outside of the observer's area of competence.
(iv) Not based on the personal observation of a named person with the time and place of the observation noted.
(v) Misleading.
(vi) In violation of the privacy or other rights of the pupil.

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student (Ed. Code, § 49070).

If the final decision of the Board is unfavorable to the parents, or if the parent accepts the unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070 - 49071 to assist in the decision making provided that the parent has given written consent to release information from the relevant student records to the members of the panel. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

MILITARY RECRUITER INFORMATION:

20 U.S.C. section 7908 requires that school districts disclose the names, addresses, and telephone numbers of high school students to military recruiters upon request, unless parents request that

this information not be released without prior written consent. Parents have the option of making such a request. If parents do not wish this information to be provided to military recruiters, they must notify the District Office of this fact, in writing (Ed. Code, § 49073.5).

RELEASE OF JUVENILE INFORMATION:
Juvenile information may not be released to federal officials unless there is a petition filed with the courts. Federal officials may also not release information to anyone without a court order. In addition, juvenile court must approve any attachments to any documents containing protected juvenile information, including the case file and personal information (WIC § 831).

RELEASE OF STUDENT INFORMATION:
The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies, or institutions unless the parent or guardian notifies the District in writing not to release such information:

> Name, address, telephone, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended (Ed. Code, §§ 49060 et. seq., 49073; 20 U.S.C. § 1232g; 34 C.F.R. § 99.7). In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released (Ed. Code, § 49073(c); 20 U.S.C. § 1232g; 42 U.S.C. § 11434a(2)).

Director information may be disclosed regarding a pupil identified as a homeless child or youth to facilitate an eye examination by a nonprofit eye examination provider or a free oral health assessment hosted by schools, unless the parent or pupil has provided written notice to the school that they do not consent to the physical examination (Ed. Code, § 49073(c); 20 U.S.C. § 1232g; 42 U.S.C. § 11434a(2)).

STUDENT SERVICES

CHILDREN IN HOMELESS/FOSTER CARE SITUATIONS, FORMER JUVENILE COURT SCHOOL STUDENTS, MIGRANT STUDENTS, AND NEWCOMERS:

Each local school district shall designate a staff person as liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations (Ed. Code, § 48852.5; 42 U.S.C. § 11432(g)(1)(J)(ii))). The District's liaisons are:

Amy McNamara
Deputy Superintendent, Administrative Services
1212 Pleasant Hill Road, Lafayette, CA 94549
925-280-3900 extension 6622

Stephanie Thompson
Administrative Assistant
1212 Pleasant Hill Road, Lafayette, CA 94549
925-280-3900 extension 6629

A homeless child will be allowed to continue their education in their school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that they are not homeless, the District will allow a child in high school to continue their education in the school of origin through graduation. A homeless child transitioning between school grade levels will be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school will be required to enroll the child immediately regardless of any outstanding fees, fines, textbooks, or other items or moneys due to the school last attended of if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, proof of immunization history, proof of residency, other documentation, or school uniforms (Ed. Code, § 48852.7).

The educational liaison will disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes compliant process information. The District has designated the following as the educational liaison for foster children:

Amy McNamara
Deputy Superintendent, Administrative Services
1212 Pleasant Hill Road, Lafayette, CA 94549
925-280-3900 extension 6622

A foster child shall be allowed to continue their education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended of if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, immunization history, proof of residency, other documentation, or school uniforms. The last school attended must provide all records to the new school within two business days of receiving the request (Ed. Code, §§ 48853, 48853.5).

Upon receiving a transfer request or notification of a student in foster care, the District shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity (Ed. Code, § 49069.5).

The District shall exempt from local graduation requirements, or consult with the student and their educational rights holder about the option to remain in school for a fifth year to complete the local graduation requirements, a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil participating in a newcomer program for recently arrived immigrant pupils and who transfers between schools under certain circumstances (Ed. Code, §§ 51225.1, 51225.2).

The District shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of military family, a former juvenile court school student, a migratory child, or a pupil in a newcomer program while attending another school. The District will not require those students to retake courses or partial courses they have satisfactorily completed elsewhere (Ed. Code, § 51225.2).

"Newcomer student" means a student who is between the ages of 3 - 21, was not born in any of the 50 States, the District of Columbia, or the Commonwealth of Puerto Rico, and has not been attending one or more schools in any of the referenced locations for more than three (3) full academic years (Ed. Code, § 51225.2; 20 U.S.C. § 7011).

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

COMPLAINTS - SPECIAL EDUCATION:
Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the

parent believes special education programs do not comply with state or federal law or regulations to:

Leigh Gregory
Executive Director of Special Education and Auxiliary Services
1212 Pleasant Hill Road, Lafayette, CA 94549
925-280-3980

CONTINUED EDUCATION OPTIONS FOR JUVENILE COURT SCHOOL STUDENTS:
When a student transfers into a juvenile court school any time after the completion of the student's second year of high school and completes the statewide coursework requirements for graduation specified in section 51225.3 while attending a juvenile court school, and the student is in their third or fourth year of high school, the county office of education shall exempt the student from all coursework or other requirements that are in addition to the statewide coursework requirements in section 51225.3, unless the county office finds that the student is reasonably able to complete the local graduation requirements in time to graduate by their fourth year of high school. Within thirty (30) days of a student transferring into a juvenile court school, the county office of education shall notify the student, the person holding the right to make educational decisions for the student, and the student's social worker and probation officer of the availability of the exemption and whether the student qualifies [Ed. Code, § 48645.5(d)]. A county office of education shall also exempt a student from local graduation requirements if it determines that a juvenile court school student is unable to complete local graduation requirements after the fourth year of high school but is able to complete the statewide coursework requirements (Ed. Code, § 48645.7).

When a juvenile school student qualifies for an exemption from local graduation rights, the county office of education shall notify the student, the person holding the right to make educational decisions for the student, and the student's social worker and probation officer of the following:

(a) How any of the local graduation requirements that are waived may affect the student's post-secondary education or vocation plans, including the ability to gain admission to a post-secondary institution;
(b) Opportunities available to the student, including, but not limited to, staying enrolled in high school beyond a fourth year, possible credit recovery, and any transfer opportunities available through the California Community Colleges;
(c) The option to defer or decline the diploma and take additional coursework; and,
(d) The student's academic data and other information relevant to making an informed decision on whether to accept the exemption from local graduation requirements [Ed. Code, §§ 48645.3(a), 48645.7].

If the county office of education determines that the juvenile court student is reasonably able to complete the local graduation requirements after the student's fourth year of high school, the county office shall:

(e) Consult with the student and the person holding the right to make educational decisions for the student regarding the student's option to remain in school after the student's fourth year to complete local graduation requirements;
(f) Consult with the student and the person holding the right to make educational decisions for the student, about how remaining in school after the student's fourth year to complete the local graduation requirements will affect the student's ability to gain admission to a post-secondary educational institution;
(g) Consult with and provide information to the student about transfer opportunities through the California Community Colleges; and,
(h) Permit the student to stay in school after the student's fourth year to complete the local graduation requirements upon agreement with the student, if the student is 18 years or older, of, if the student is under 18 years, upon agreement with the person holding the right to make educational decisions for the student.

A juvenile court school student who is eligible for the exemption from location graduation requirements and who would otherwise be entitled to remain in attendance shall not be required to accept the exemption. If a student who is eligible for an exemption has previously deferred or declined an exemption, the county office of education shall grant an exemption within thirty (30) days if it is requested by the student. A student shall not be required to transfer schools in order to qualify for an exemption. A student shall not request a transfer solely to qualify the student for exemption. A complaint of noncompliance with this section may be filed with the county office of education pursuant to Uniform Complaint Procedures (Ed. Code, § 48645.7).

CUSTODY ISSUES:
Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene (PC § 626.7). Parents are asked to make every attempt to not involve the school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

EQUAL OPPORTUNITY:
Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students (Title IX of the Education Amendments of 1972) (34 C.F.R. § 106.8). The district does not discriminate, including in admission and employment, on the basis of sex in any education programs or activities operated by the District, as is required by Title IX. Inquiries on all matters, including complaints, regarding the implementation of Title IX in

the District may be referred to the District official listed below at the following address and telephone:

Amy McNamara
Deputy Superintendent, Administrative Services
1212 Pleasant Hill Road, Lafayette, CA 94549
925-280-3900 extension 6622

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:
Parents have certain rights regarding student information and records which are guaranteed under federal law.

EDUCATION RIGHTS - IMMIGRATION ENFORCEMENT:
Schools, County Offices of Education and colleges are required to notify staff, students, and parents when immigration enforcement is confirmed on or near campus. Notifications must protect privacy and may include links to educational rights resources and counseling services. Each California Community College, CSU, and qualifying private institution must notify students, faculty, and campus staff when immigration is confirmed on campus. Notifications must include date, time, and location of the enforcement activity and resource links but cannot include any personally identifiable information.

GATHERING AND HANDLING STUDENT AND FAMILY INFORMATION:
California law prohibits schools from, at any time, collecting any information or documents regarding citizenship or immigration status of pupils or family members, unless required by state or federal law to administer a state or federally supported education program. For example, local educational agencies may ask for certain national origin related information – student's place of birth, U.S. entry date, and the date of the student first attended school in the U.S. – to comply with federal or state reporting requirements for special programs. Federal and California law also prohibit local educational agencies from engaging in any practices with the purpose or effect of discriminating against students on the basis of race, color, or national origin. California law specifically prohibits discrimination on the basis of an individuals' immigration status, for any program or activity conducted by an education institution that receives or benefits from state financial assistance.

MEGAN'S LAW NOTIFICATION:
Parents and members of the public have the ability to review information regarding registered sex offenders at https://meganslaw.ca.gov/ or at the main office of the local law enforcement agency for this school district.

PUPIL FIND SYSTEM; POLICIES AND PROCEDURES:
Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Special Education and Auxiliary Services, or

their designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et. seq. (Ed. Code, § 56301; 34 C.F.R. § 104.32(b)).

RESPONDING TO THE DETENTION OR DEPORTATION OF A STUDENT'S FAMILY MEMBER:
If local educational agency personnel become aware that a student's parent or guardian is not available to provide care for the student, California law requires the school first follow the parental instructions relating to the student's care detailed in the emergency contact information provided by the parent or guardian. Therefore, it is very important for parents and guardians to work with schools to keep the emergency contact information updated.

Additionally, completing a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, gives a trusted adult the authority to make educational and medical decisions for the student. The completion of a Caregiver's Authorization Affidavit can also be the basis for enrolling your child in school.

A Caregiver's Authorization Affidavit (http://www.courts.ca.gov/documents/caregiver.pdf) permits certain people who have familial relationships with the student to authorize school enrollment and medical care for the student but does not provide for legal custody. Schools, doctors, and dentists are required to accept this form.

RESPONDING TO HATE CRIMES AND BULLYING RELATED TO NATIONAL ORIGIN OR ETHNICITY:
California requires each local educational agency to have a policy that prohibits discrimination, harassment, intimidation, and bullying based on a student's actual or perceived characteristics, including nationality, ethnicity, or immigration status. The use or threat of force to intimidate or injure a student, in whole or in part, because of the student's actual or perceived nationality or ethnicity, is a hate crime under state law. Students who are victims of or witnesses to hate crimes are protected from being detained because of their actual or perceived immigration status, and if not charged with or convicted of committing any crime under state law, are protected from being reported to federal immigration authorities.

RESPONDING TO REQUEST FOR ACCESS TO SCHOOL GROUNDS FOR IMMIGRATION-ENFORCEMENT PURPOSES:
Schools are "protected areas" at which immigration enforcement should not generally occur. Except in cases of suspected child abuse, neglect, or dependency matters, local education agencies must immediately notify parents or guardians if they release a student to a law-enforcement officer, including an ICE officer, for the purpose of removing the student from the school premises. Additionally, except in matters regarding child abuse, neglect, or dependency, California law does not prohibit schools from notifying parents or guardians before law-enforcement officers question a child at school.

SCHOOL ACCOUNTABILITY REPORT:

Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District (Ed. Code, § 35256). Electronic versions of the School Accountability Reports Cards are available on the District's website.

SERVICES FOR STUDENTS WITH EXCEPTIONAL NEEDS OR A DISABILITY:

State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information (Ed. Code, § 56040 et seq.). In addition, services are available for students who have a disability which interferes with their equal access to education opportunities (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32). The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

Leigh Gregory
Executive Director of Special Education and Auxiliary Services
1212 Pleasant Hill Road, Lafayette, CA 94549
925-280-3980

SEXUAL HARASSMENT POLICY:

Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the **prohibition** against sexual harassment as a form of sexual discrimination and to provide notification of available remedies (Governing Board Policy 5145.7 - Sexual Harassment; Adminsitrative Regulation 5145.7 - Sexual Harassment). Ed. Code, §§ 231.5, 48980(f)

SHARING STUDENT AND FAMILY INFORMATION:

Local educational agencies must provide students and families with annual notice of school policies for student privacy and the abilities of parents to inspect student information. Schools must also inform parents or guardians if and when the school may release student information and the policies regarding the handling and destruction of such information. Under the federal Family Education Rights and Privacy Act (FERPA), local educational agencies are restricted from releasing certain private student information without the consent of the student's parents, or the student if the student has reached 18 years of age or is attending an institution of postsecondary education. An agency may provide access to educational records without consent in limited circumstances such as in response to a judicial order or a lawfully issued and effective subpoena. However, none of these exceptions authorize or require disclosing information for immigration enforcement. Except in instances in which the matter involves child abuse, neglect, or dependency, or if the local agency is served with a subpoena prohibiting disclosure, the parents and the students must be

notified of any judicial order or subpoena before the school complies with the order. California Government Code also prohibits school police from providing Page 41 52701204.2/005408.77777 56734892.1/005306.77777 "personal information" about an individual for immigration-enforcement purposes, unless that information is publicly available. Directory information (basic student information) can be shared with outside parties, unless a parent or guardian opts out of the release of the information.

SUICIDE PREVENTION POLICIES:
Local educational agencies that serves pupils in grades 7 to 12, inclusive, shall adopt policies on the prevention of student suicides and also require the California Department of Education to develop and maintain a model suicide prevention policy (Ed. Code, § 215). The Acalanes Union High School District's Board Policy 5141.52 and Administrative Regulation 5141.52 may be found on the district's website.

TEMPORARY DISABILITY:
A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction.

Home Instruction: The district in which the student resides is to provide individual instruction if the student is receiving the instruction in their home. Individual instruction in a pupil's home pursuant to Education Code section 48206.3 shall commence no later than five working days after a school district has determined that the pupil shall receive this instruction.

Hospital or Health Facility Instruction: The school district in which the hospital or other residential health facility, excluding a state hospital, is located must provide individual instruction to a student with a temporary disability. Within five working days of receipt of the notification, the district must determine whether the pupil will be able to receive individual instruction, and, if so, when the individual instruction will begin. Individual instruction will commence no later than five working days after a positive determination has been rendered. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. A school district may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or residential health facility to facilitate a timely re-entry of the pupil in his or her prior school after the hospitalization has ended, or in order to provide a partial week of instruction. On days in which the student is not receiving individual instruction in a hospital or other residential health facility, they may attend school in their district of residence if well enough to do so. A pupil receiving individual instruction who is well enough to return to a school shall be allowed to return to the school, including a charter school, that they attended immediately before receiving individual

instruction, if returning during the same school year (Ed. Code, §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48980(b)).

Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom shall be treated in the same manner and under the same policies as any other temporary disabling condition (Ed. Code, § 221.51).

UNIFORM COMPLAINT PROCEDURES:

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations (Cal. Code of Regs. title 5, § 4620).

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful (Ed. Code, § 32261). State law requires school district to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality, or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics (Ed. Code, §§ 210-214, 220 et seq.; Cal. Code of Regs., title 5, § 4900 et seq.; 20 U.S.C. § 1681 et seq.; 29 U.S.C. § 794; 42 U.S.C. §2000d et seq.; 42 U.S.C. § 1201 et seq.; 34 C.F.R. § 106.9). The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedures may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying (Cal. Code Regs., title 5, §§ 4610, 4630, 4650; Ed. Code, §§ 234 et seq., 48900(r)).

(a) Any individual, public agency or organization has the right to file a written complaint alleging that they have personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination (Cal. Code Regs., title 5, §§ 4610, 4630(c)(1)).

(b) Copies of the District's complaint procedures are available free of charge (Cal. Code Regs., title 5, § 4622).

(i) Governing Board Policy 1312.3 Uniform Complaint Procedures
(ii) Administrative Regulation 1312.3 Uniform Complaint Procedures
(iii) Exhibit (PDF) 1312.3 Uniform Complaint Procedures

(c) Complaints must be filed with the superintendent/designee of the District.

AUHSD Human Resources
1212 Pleasant Hill Rd.
Lafayette, CA 94549
Voice: 925-280-3900
Fax: 925-935-0526

(d) Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the alleged discrimination. Within that six (6) month period, the complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extension will not be automatically granted, but may be granted for good cause (Cal. Code Regs., title 5 § 4630(b)).

(e) Within 60 days from the date of receipt of the complaint, the District's responsible officer or their designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

(f) A party to a written complaint of discrimination may appeal to the California Department of Education if the District fails to issue a report within the timeline specified above. The appeal shall present the Department with the basis for the direct filing and why immediate action is necessary.

(g) A person who alleges a violation of Section 220, 243, 244, 51500, 51501, or 60044 may seek civil remedies after 60 days have elapsed from the filing of an appeal to the Department [Ed. Code, §§ 262.3, 48980(o)].

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:
The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

(h) Written complaints may be made regarding:
(i) Adult Education;
(ii) After School Education and Safety;
(iii) Agricultural Career Technical and/or Vocational Education;

(iv) American Indian Education Centers and American Indian Early Childhood Education;
(v) Bilingual Education;
(vi) California Peer Assistance and Review Programs for Teachers;
(vii) Consolidated Categorical Aid Programs;
(viii) Migrant Child Education Programs;
(ix) Every Student Succeeds Act (formerly No Child Left Behind);
(x) Career Technical and Technical Education and Technical Training Programs;
(xi) Child Care and Development;
(xii) Child Nutrition;
(xiii) Compensatory Education;
(xiv) Consolidated Categorical Aid;
(xv) Economic Impact Aid;
(xvi) Special Education;
(xvii) "Williams Complaints";
(xviii) Pupil Fees;
(xix) Instructional Minutes for Physical Education;
(xx) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP);
(xxi) Pregnant and Parenting Pupils, including parental leave;
(xxii) Student Parent Lactation Accommodations;
(xxiii) Course Assignments already Completed or without Educational Content;
(xxiv) Foster Youth, Homeless Youth, former Juvenile Court School Student Services, Migrant Youth, and Pupils of Military Families;
(xxv) Regional Occupational Centers and Programs;
(xxvi) Continued Education Options for Former Juvenile Court School Students;
(xxvii) School Safety Plans;
(xxviii) School Plans for Student Achievement (SPSA);
(xxix) Tobacco-Use Prevention Education;
(xxx) School Site Councils;
(xxxi) State Preschool;
(xxxii) State Preschool Health and Safety Issues in Local Education Agencies Exempt from Licensing;
(xxxiii) School or athletic team names, mascots, or nicknames pursuant to section 221.3;
(xxxiv) Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000; and,
(xxxv) Any other educational programs the Superintendent deems appropriate.

(Cal. Code Regs., title 5 §§ 4610(b), 4622, 4630; Ed. Code, §§ 222, 4845.7, 8200-8498; 8500-8538; 32289, 33315, 33380-33384, 35186, 41500-41513, 46015, 47606.5, 47607.3, 48853.8, 49013,

49069.5, 49490-49590, 49701, 51210, 51223, 51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24, 52800-52870, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64001; 20 U.S.C. §§ 1400, 4600, 6601, 6801, 7101, 7201, 7301 et seq.; Health & Safety Code, §§ 1596.792, 1596.7925, 104420)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law governing any program listed above (Cal. Code Regs., title 5, § 4630 et seq.).

Copies of the District's complaint procedures are available free of charge [Cal. Code Regs., title 5, § 4622(d)].

- Governing Board Policy 1312.3 Uniform Complaint Procedures
- Administrative Regulation 1312.3 Uniform Complaint Procedures
- Exhibit (PDF) 1312.3 Uniform Complaint Procedures

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy (Cal. Code Regs., title 5 § 4630(b)).

AUHSD Human Resources
1212 Pleasant Hill Rd.
Lafayette, CA 94549
Voice: 925-280-3900
Fax: 925-935-0526

Within 60 days from the date of receipt of the complaint, the District's responsible officer or their designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

(i) ***Williams Complaints***: Complaints, including anonymous complaints, may be made and addressed on a different timeline for the following areas (Ed. Code, §§ 8235.5, 35186):
  (i) Insufficient textbooks and instructional materials;
  (ii) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;
  (iii) Noncompliance with the requirement of Education Code section 35292.6 to stock, at all times, all women's restrooms, all-gender restrooms, and in at least one men's restroom in the school with adequate supply of menstrual products, available and accessible, free of charge;
  (iv) Teacher vacancy or misassignment; or,

(v) Noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.

In order to identify appropriate subjects of complaint, a notice shall be posted in each classroom in each school in the school district notifying parents, guardians, and pupils of the following:

- There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials for each pupil, including English learners, must have a textbook or instructional materials, or both, to use in the classroom and to take home.
- School facilities must be clean, safe, and maintained in good repair.
- There should be no teacher vacancies or misassignments.
- In case of a shortage of complaint forms, a form may be obtained at the school office or AUHSD Human Resources.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right to appeal to the State Superintendent of Pupil Instruction.

(j) ***Pupil Fees Complaints***: A pupil enrolled in the District shall not be required to pay a pupil fee for participation in an educational activity that constitutes an integral fundamental part of the district's education program, including curricular and extracurricular activities (Ed. Code, § 49010 et seq.).

A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, as a condition for participation in a class or an extracurricular activity, as a security deposit to obtain materials or equipment, or a purchase that a pupil is required to make to obtain materials or equipment for an educational activity.

A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant not satisfied with the decision of the school may appeal to the California Department of Education.

(k) ***Foster, homeless, former juvenile court pupils and pupils in military families***: the District will post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code section 48645.7, 48853, 48853.5, 49069.5, 51225.1 and 51225.2. This notice shall include complaint process information, as applicable.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

AUHSD Human Resources
1212 Pleasant Hill Rd.
Lafayette, CA 94549
Voice: 925-280-3900
Fax: 925-935-0526

Information on how to file a Uniform Complaint can be found on the District's Uniform Complaint Procedures webpage or at the District Office.

Complaints Made Directly to the State Superintendent:
Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

(l) Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.
(m) Complaints regarding Child Development and Child Nutrition programs not administered by the District.
(n) Complaints requesting anonymity, but only where the complainant also provides clear and convincing evidence that complainant would be in danger of retaliation and would suffer immediate and irreparable harm if filing complaint at District level.
(o) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
(p) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
(q) Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.

(Cal. Code Regs., title 5, §§ 4630, 4650)

Appeals:

(r) Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education (Ed. Code, § 262.3(a); Cal. Code Regs., title 5, §§ 4622, 4632).
    (i) Appeals must be filed within thirty (30) days of receiving the District decision.

(ii) Appeals must be in writing.
(iii) Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.
(iv) Appeals must include a copy of the original complaint and a copy of the District decision.
(v) Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of appeal.
(vi) If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District will provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

(s) If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Pupil Instruction (Cal. Code Regs., title 5, § 4665).
(i) Reconsideration must be requested within thirty (30) days of receiving the Department of Education report.
(ii) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:
In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation, or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney (Ed. Code § 262.3(b); Cal. Code Regs., title 5 § 4622).

ADDENDUM

FIREARMS SAFETY MEMORANDUM:

To: Parents and Guardians of Students in the Acalanes Union High School District

From: John Nickerson, Ed.D., Superintendent

Subject: **California Law Regarding Safe Storage of Firearms**

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Acalanes Union High School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from their home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition**.

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

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.[1]
    - **Note**: the criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California law also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to

[1] See California Penal Code sections 25110-25125 and 25200-25220.

secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.[2]

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.[3]
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.[4]

Note: Your city may have additional restrictions regarding the safe storage of firearms. You may visit your cities safe storage of firearms by visiting the following links:

Lafayette	https://bit.ly/LafayetteSSF
Moraga	https://bit.ly/MoragaSSF
Orinda	https://bit.ly/OrindaSSF
Walnut Creek	https://bit.ly/WalnutCreekSSF

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

Sincerely,

John Nickerson, Ed.D., Superintendent

Date published: 05/18/2023
California Department of Education

[2] See California Penal Code section 25100(c).
[3] See California Penal Code section 29805.
[4] See California Civil Code section 1714.3.

SYNTHETIC DRUGS MEMORANDUM:

To: Parents and Guardians of Students in the Acalanes Union High School District

From: John Nickerson, Ed.D., Superintendent

Subject: **Dangers of Synthetic Drugs**

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Acalanes Union High School District** of the dangers of the illicit use and abuse of synthetic drugs.

The illicit use and abuse of synthetic drugs represent an emerging and ongoing public health threat in California. The fentanyl crisis specifically has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

This notice aims to address the crisis with a preventative approach, ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created to evade existing restrictions against illegal substances.

Synthetic drugs include but are not limited to synthetic cannabinoids ("synthetic marijuana," "spice," "K2"), methamphetamines, bath salts, and fentanyl.

The California Department of Public Health (CDPH) has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

Additional information regarding fentanyl from the CDPH's Substance and Addiction Prevention Branch can be found here.

COLLEGE & CAREER PLANNING MEMORANDUM:

To: Parents and Guardians of Students in the Acalanes Union High School District

From: John Nickerson, Ed.D., Superintendent

Subject: **Annual College & Career Planning Notice**

As part of our commitment to supporting every student's path after high school, the District provides this annual guide to higher education admission requirements, career technical education options, and planning tools.

College Admission Requirements (A-G Courses)

To qualify for direct admission to a four-year public university—such as a University of California (UC) or California State University (CSU)—high school students must complete a specific sequence of 15 college-preparatory courses, commonly known as the "A-G" requirements. Students must pass these courses with a grade of C or higher:

A: History/Social Science – 2 years
B: English – 4 years
C: Mathematics – 3 years required (4 recommended; includes Algebra I, Geometry, Algebra II, or higher)
D: Science – 2 years with lab (3 recommended)
E: Language Other Than English – 2 years of the same language (3 recommended)
F: Visual & Performing Arts – 1 year
G: College-Preparatory Elective – 1 year chosen from approved lists

Note: Private and out-of-state colleges may have additional or varying requirements.

Higher Education & Course Approval Resources

Explore these official websites to check admission standards and see which courses at our high school satisfy the UC/CSU A-G requirements:

- UC Admissions & A-G Course Lists: universityofcalifornia.edu/admissions
- CSU Admissions Portal: calstate.edu/apply
- UC A-G Course Matrix (Course Verification): hs-articulation.ucop.edu/agcourselist

Career Technical Education (CTE)

Career Technical Education provides students with academic knowledge alongside practical, hands-on technical skills. CTE programs are organized into industry sectors (such as healthcare, engineering, digital media, and skilled trades) designed to prepare students for high-skill, high-demand careers, industry certifications, or further postsecondary education.

Learn More About CTE visit the California Department of Education (CDE) CTE portal at: cde.ca.gov/ci/ct

Meeting with Your School Counselor
School counselors are available to help students design individual academic plans, choose courses that satisfy A-G requirements, or enroll in CTE pathways. Students and parents/guardians can request a meeting by contacting the High School Counseling Office by phone, email, or visiting the online scheduling portal via the school website.

Official College Planning Platform & FERPA Notice
Our district uses CaliforniaColleges.edu, California's official college and career planning platform. Students and families can use this site to track A-G progress, explore careers, launch college applications, and discover financial aid.

Pursuant to FERPA (20 U.S.C. Sec. 1232g), please be advised that relevant student transcript and demographic data may be shared with the California College Guidance Initiative (CCGI). Sharing this data enables CaliforniaColleges.edu to provide students and their families with direct, personalized access to tools for college and career tracking, transcript matching, and streamlined admissions applications.