



ANNUAL NOTIFICATION OF PARENT/GUARDIAN LEGAL RIGHTS 2026-2027

411 Oceana Boulevard, Pacifica, CA 94044

www.pacificasd.org

Superintendent

Carisa J. Bowman, Ed. D.

Board of Trustees

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Pacifica School District is required to annually notify parents and guardians of their rights and responsibilities, pursuant to California Education Code (EC) 48980. Please review the material in this booklet and then sign the section “Annual Notification and Acknowledgements of District Policies and Procedures” located on the Pacifica School District Signature Page.



August 2026

Dear Pacifica School District Students, Families, Staff, and Partners,

Welcome to the 2026–2027 school year! I am deeply honored to serve as your Superintendent. It is a true privilege to lead the Pacifica School District, a vibrant community filled with passionate educators, engaged families, and remarkable students.

The beginning of a school year always holds an incredible sense of possibility. Together, as we step into our classrooms alongside our students, we bring a renewed energy and a shared commitment to learning, curiosity, and personal growth.

Whether you are joining our district family for the first time or returning for another great year, our teachers, administrators, and support staff stand fully ready to partner with you. We are united in our dedication to putting students first, strengthening family connections, and cultivating learning environments where every student feels supported, included, and inspired to succeed.

As part of our commitment to operational transparency and clear communication, we are providing you with our **Annual Notification Packet**. This essential resource contains:

- **Student & Family Rights:** Required legal notices and foundational protections.
- **District Policies & Expectations:** Important guidelines regarding health, safety, enrollment, and attendance.
- **Academic Supports & Curriculum:** Overview of academic programs, updates, and learning resources.
- **Family Engagement:** Meaningful opportunities for parents and guardians to get involved.

Please take time to review this packet and then sign the section “Annual Notification and Acknowledgements of District Policies and Procedures” section of the Pacifica School District Signature Page. **The page should be turned into the school office when complete.** We encourage you to keep this reference guide handy throughout the year to stay informed and engaged in your child’s educational journey.

Thank you for your ongoing partnership, trust, and shared dedication to our schools. With your support, I look forward to an exceptional year filled with wonder, inquiry, and growth for every child!

Warmly,

Carisa J. Bowman

Carisa J. Bowman, Ed.D.
Superintendent

KEY TO CODE AND REGULATION SECTION ABBREVIATIONS

Abbreviation	Complete Title
AR	Administrative Regulation
BP	District Board Policy
BPC	Business and Professions Code
EC	California Education Code
CC	Civil Code
CCR	California Code of Regulations
CDE	California Department of Education
CFR	Code of Federal Regulations
EOA	Equal Opportunity Act
ESEA	Elementary and Secondary Education Act
FAC	Food and Agriculture Code
FC	Family Code
FERPA	Family Educational Rights and Privacy Act
GC	Government Code
HSC	California Health and Safety Code
IDEA	Individuals With Disabilities Education Act
IEP	Individualized Education Program
IS	Independent Study
LEA	Local Educational Agency
PSD	Pacifica School District
PC	California Penal Code
USC	United States Code
VC	California Vehicle Code
WIC	California Welfare and Institutions Code

Table of Contents

KEY TO CODE AND REGULATION SECTION ABBREVIATIONS.....	4
ACADEMIC PROGRAM.....	8
CALIFORNIA HEALTHY YOUTH ACT	8
COURSE PROSPECTUS	8
COURSE SELECTION AND CAREER COUNSELING.....	8
EXEMPTION FROM HARMFUL OR DESTRUCTIVE USE OF ANIMALS.....	8
EXEMPTION FROM HEALTH INSTRUCTION.....	8
HOMEWORK POLICY.....	8
PARTICIPATION IN STATEWIDE ASSESSMENTS.....	8
SCREENING FOR READING DIFFICULTIES	9
ENGLISH LEARNER PROGRAM	9
IDENTIFICATION AND ASSESSMENTS.....	9
LANGUAGE ACQUISITION PROGRAM.....	9
EQUITY AND ACCESS	9
ANTI-DISCRIMINATION POLICY: SAFE PLACE TO LEARN ACT	9
CHILD FIND SYSTEM, SPECIAL EDUCATION, AND INDIVIDUALIZED EDUCATION PROGRAM (IEP).....	10
EDUCATIONAL LIAISON FOR FOSTER YOUTH.....	10
EDUCATION AND RIGHTS OF FOSTER YOUTH	10
EDUCATION AND RIGHTS OF HOMELESS YOUTH	10
EDUCATION EQUITY: ANTISEMITISM PREVENTION	10
EDUCATION EQUITY: IMMIGRATION AND CITIZENSHIP STATUS.....	11
MARRIED, PREGNANT, AND PARENTING STUDENTS.....	11
NONDISCRIMINATION IN CHILD NUTRITION PROGRAMS	11
NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES	11
SECTION 504	11
SEXUAL HARASSMENT	12
SPECIAL EDUCATION.....	12
STUDENT FEES.....	12
TITLE IX: SEX EQUITY IN EDUCATION ACT	12
UNIFORM COMPLAINT PROCEDURES	13
WILLIAMS COMPLAINT PROCEDURES.....	13
HEALTH AND WELLNESS	13
ACCESS TO STUDENT MENTAL HEALTH SERVICES.....	13
ADMINISTRATION OF PRESCRIBED MEDICATION.....	14
CONCUSSION AND HEAD INJURIES	14
CONSENT TO PHYSICAL EXAMINATION	14
CONTROLLED SUBSTANCES: OPIOIDS	14
ENTRANCE HEALTH SCREENING.....	14
HUMAN PAPILLOMOVIRUS (HPV) IMMUNIZATION.....	14
IMMUNIZATIONS	14
MEDICAL OR HOSPITAL SERVICES	15
ORAL HEALTH ASSESSMENT.....	15
SCHOOL MEALS.....	15
SUDDEN CARDIAC ARREST	15
TYPE 1 DIABETES.....	15
TYPE 2 DIABETES.....	16

WATER CONSUMPTION	16
PARENT AND FAMILY ENGAGEMENT	16
CIVILITY ON SCHOOL GROUNDS	16
PARENT AND FAMILY ENGAGEMENT POLICY	16
SCHOOL ACCOUNTABILITY REPORT CARD	16
STUDENT WELLNESS POLICY.....	17
SAFETY AND WELL-BEING	17
ASBESTOS MANAGEMENT PLAN	17
CAMERA SURVEILLANCE ON SCHOOL PROPERTY	17
CHILD ABUSE PREVENTION AND NEGLECT REPORTING.....	17
CHILD ABUSE PREVENTION: PUPIL SAFETY - SCHOOL EMPLOYEE MISCONDUCT	17
COMPREHENSIVE SCHOOL SAFETY PLAN	17
DANGERS OF SYNTHETIC DRUGS.....	17
DISASTER PREPAREDNESS EDUCATIONAL MATERIALS	18
EMERGENCY TREATMENT FOR ANAPHYLAXIS	18
EMPLOYEE INTERACTION WITH STUDENTS.....	18
GUN-FREE SCHOOL ZONE	18
HUMAN TRAFFICKING PREVENTION (GRADES 6-8).....	18
IMMIGRATION ENFORCEMENT: SCHOOL SITE NOTIFICATION AND EDUCATIONAL EQUITY	18
MEGAN’S LAW/SEX OFFENDERS.....	18
PESTICIDE PRODUCTS	19
SAFE STORAGE OF FIREARMS	19
SCHOOL BUS SAFETY	19
SCHOOL SPONSORED SPORTS	19
VICTIM OF A VIOLENT CRIME	19
SCHOOL ATTENDANCE	19
ABSENCE DUE TO CONFIDENTIAL MEDICAL SERVICES	19
ABSENCE DUE TO RELIGIOUS EXERCISES OR INSTRUCTION	19
ADDRESSING ABSENCES.....	19
COMPULSORY EDUCATION.....	20
EXCLUSION FROM SCHOOL	20
EXCUSED ABSENCES	20
SCHOOL CALENDAR	20
STUDENTS WITH TEMPORARY DISABILITIES.....	20
TARDINESS	21
TRUANCY DEFINITIONS	21
SCHOOL ENROLLMENT AND OPTIONS.....	21
ALTERNATIVE ENROLLMENT OPTIONS	21
ATTENDANCE: RESIDENCY AND ALTERNATIVE ENROLLMENT OPTIONS	21
EXTENDED SCHOOL YEAR - MIGRANT EDUCATION.....	21
INDEPENDENT STUDY	22
STUDENT BEHAVIOR.....	22
ASSIGNMENTS AND TESTS DURING SUSPENSION	22
DISCIPLINE RULES	22
PARENT RIGHTS AND DUE PROCESS PROCEDURES	22
PROPERTY LOSS OR DAMAGE	22
REPORTING THREATS	23

SUSPENSION BY TEACHER FROM CLASS.....	23
SUSPENSION FROM SCHOOL	23
STUDENT RECORDS.....	23
ACCESS TO STUDENT RECORDS	23
CHALLENGING STUDENT RECORDS	24
CONFIDENTIALITY OF MEDICAL INFORMATION ACT.....	24
DIRECTORY INFORMATION	24
DUPLICATION OF STUDENT RECORDS.....	24
MAINTENANCE OF STUDENT RECORDS	24
PROTECTION OF PUPIL RIGHTS AMENDMENT	25
STUDENT RECORDS FROM SOCIAL MEDIA	25
TECHNOLOGY	25
ELECTRONIC LISTENING OR RECORDING DEVICES.....	25
INTERNET SAFETY	25
USE OF DISTRICT TECHNOLOGY.....	26
USE OF MOBILE COMMUNICATION DEVICES.....	26

ACADEMIC PROGRAM

CALIFORNIA HEALTHY YOUTH ACT – EC 48980, 51938

BP/AR 6142.1: Sexual Health and HIV/AIDS Prevention Instruction

Under state law, comprehensive, unbiased sexual health and HIV prevention education is provided at least once in middle school and once in high school. Instruction covers healthy relationships, STI/HIV prevention, pregnancy, body image, and adolescent development.

Parent Rights:

Inspect: Review all instructional materials prior to instruction.

Notice: Receive at least 14 days' advance notice before instruction begins, including information on any guest speakers or outside organizations.

Opt-Out: Parents may excuse their student from sexual health and HIV prevention education by submitting a signed, written request to the school principal at least one week prior to instruction.

COURSE PROSPECTUS – EC 49063, 49091.14

BP/AR 5125: Student Records

Parents may request a copy of the annual course prospectus—containing titles, descriptions, and instructional goals for all offered courses – by contacting Educational Support Services at 650-738-6600.

COURSE SELECTION AND CAREER COUNSELING – EC 221.5(d)

BP 6164.2: Guidance/Counseling Services

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

EXEMPTION FROM HARMFUL OR DESTRUCTIVE USE OF ANIMALS – EC 32255 et seq.

BP/AR 5145.8: Refusal to Harm or Destroy Animals

Students with a moral objection to dissecting or harming animals have the right to refrain from participating in such activities. To request an exemption, the student must provide a written note from a parent/guardian. If feasible, the teacher will work with the student to provide an alternative educational project to fulfill course requirements without penalty.

EXEMPTION FROM HEALTH INSTRUCTION – EC 51240

BP/AR 6142.8: Comprehensive Health Education

Parents may excuse their student from any part of health instruction that conflicts with their religious, personal, or moral beliefs by submitting a written request to the school principal.

HOMEWORK POLICY – EC 48205

BP/AR 6154: Homework/Make-up Work

Students who miss school have the right to complete make-up assignments and tests as determined by the teacher. Work completed satisfactorily within a reasonable timeframe will receive full credit.

PARTICIPATION IN STATEWIDE ASSESSMENTS – 5 CCR 852; EC 60615

BP/AR 6162.51: State Academic Achievement Tests

California requires annual statewide testing to measure student academic progress, including:

- **CAASPP:** Smarter Balanced ELA/Math (Grades 3–8, 11), California Science Test (Grades 5, 8, and once in high school), and Alternate Assessments (CAA) for qualifying students.
- **Language and Fitness:** ELPAC/Alternate ELPAC for English Learners, and the Physical Fitness Test (FITNESSGRAM®) for Grades 5, 7, and 9.

Parent Rights: Parents may submit a signed, written request to the school to excuse their child from any or all CAASPP assessments for the school year. Tests completed prior to an opt-out request will be scored. Parents have the right to request individual score reports for any state assessment administered to their child.

SCREENING FOR READING DIFFICULTIES – EC 53008

BP 6142.91: Reading/Language Arts Instruction

All K–2 students are screened annually to identify potential risk for reading difficulties (such as dyslexia) and guide early classroom supports. Screening is an instructional tool, not a formal diagnosis.

- **Notice and Opt-Out:** Parents will receive written notice at least **15 calendar days** before screening, including instructions on how to opt-out in writing. Students with existing 504/IEP diagnoses or active evaluations are exempt.
- **Multilingual Students:** Students who do not speak sufficient English will be screened in their primary language if an approved tool is available, or evaluated through literacy background history.
- **Results and Supports:** Parents will receive screening results and next steps within **45 calendar days**. Students identified as at-risk will receive targeted, evidence-based reading interventions and monitoring.

ENGLISH LEARNER PROGRAM

IDENTIFICATION AND ASSESSMENTS – 5 CCR 11307, 11518.5; EC 313, 52164.1

BP/AR 6174: Education for English Learners

All students entering California public schools whose home language survey indicates a language other than English will be assessed using the Initial ELPAC to determine English proficiency and eligibility for English Learner services.

Parent Rights: Parents/guardians will receive written notification of program options and have the right to:

- Visit available language programs and classes.
- Request to withdraw their student from the program or request a waiver.
- Participate in school and district English Learner Advisory Committees (ELAC/DELAC).

For questions about English Learner programs, contact Education Support Services at 650-738-6600.

LANGUAGE ACQUISITION PROGRAM – 20 USC 6312; 5 CCR 11309, 11310; EC 305A, 310

BP/AR 6142.2: World Language Instruction; BP/AR 6174: Education for English Learners

Pacifica School District offers a Structured English Immersion (SEI) program designed to help English Learners gain English proficiency and meet state academic standards.

Parent Rights and Program Options:

- **Opt-Out:** Parents may opt their child out of the language acquisition program or specific English Learner services at any time.
- **Request New Programs:** Parents may request the establishment of alternative language programs. Schools receiving requests from at least 20 students in a grade or 30 students schoolwide are required to offer such a program to the extent possible.
- **Input:** Parents may provide input on language programs during LCAP development.

For questions, contact Educational Support Services at 650-738-6600.

EQUITY AND ACCESS

ANTI-DISCRIMINATION POLICY: SAFE PLACE TO LEARN ACT – EC 234.1

BP 0410: Nondiscrimination in District Programs and Activities

Pacifica School District prohibits discrimination, harassment, intimidation, and bullying across all school activities based

on actual or perceived protected characteristics (race, ethnicity, gender identity, sexual orientation, disability, or religion). School staff are legally required to intervene immediately when witnessing such acts when safe to do so. Violations are subject to discipline up to expulsion. Report incidents to your school principal.

CHILD FIND SYSTEM, SPECIAL EDUCATION, AND INDIVIDUALIZED EDUCATION PROGRAM (IEP) – EC 56301; 20 USC 1401(3); 1412(a)(3); 34 CFR 300.111(c)(d)

BP/AR 6164.4: Identification and Evaluation of Individuals for Special Education

The District identifies, locates, and evaluates all students with disabilities eligible for special education or Section 504 services under state and federal law; parents may request an evaluation by contacting their school principal.

EDUCATIONAL LIAISON FOR FOSTER YOUTH – EC 48853.5

The District designates a Foster Youth Educational Liaison to assist foster students with school placement, immediate enrollment, transfer of records/credits, and ensuring full protection of their legal rights under California law.

- Foster Youth Liaison Contact: Student Services Department | Phone: 650-738-6600
- Standardized Notice of Rights: View online at the [California Department of Education Foster Youth Rights Webpage](#).

EDUCATION AND RIGHTS OF FOSTER YOUTH – EC 42238.01, 47605, 47605.6, 48204, 48432.5, 48850, 48853, 48853.5, 48911, 48911.1, 48915.5, 48918.1, 49069.5, 51215.1, 51225.2

BP/AR 6173.1: Education for Foster Youth

Students in foster care—including those under court dependency, juvenile probation, or voluntary placement—are entitled to educational stability and rights under California law.

Key Rights:

- **School Stability:** Right to remain in their "school of origin" (including feeder schools) with transportation support, or immediately enroll in their local school without delay for missing records, uniforms, or fees.
- **Protection of Grades and Credits:** Grades cannot be lowered due to court-ordered absences or placement changes. Districts must award partial credits for completed coursework.
- **Discipline Protections:** Education rights holders, social workers, and attorneys must be notified prior to expulsion or disciplinary proceedings.
- **Complaints:** Noncompliance may be addressed through the Uniform Complaint Procedures.

View the complete notice of rights at cde.ca.gov/ls/pf/fy/fyedrights.asp.

EDUCATION AND RIGHTS OF HOMELESS YOUTH – 42 USC 11432, EC 48851, 48852.5, 48857

BP/AR 6173: Education for Homeless Children

Under federal and state law, students experiencing homelessness—including youth who lack a fixed, regular, and adequate nighttime residence (e.g., shelters, hotels, doubled-up due to economic hardship, or unsheltered)—are entitled to a free, appropriate public education and equal program access. Unaccompanied youth receive these same protections.

Key Rights and Information:

- **Housing Questionnaire (SHQ):** Distributed annually and available year-round in families' primary languages to help families and unaccompanied youth self-identify for support and services.
- **Student Rights:** Immediate enrollment, school of origin stability, transportation assistance, credit protection, and fee waivers.
- **Homeless Youth Liaison Contact:** Student Services Department | **Phone:** 650-738-6600

EDUCATION EQUITY: ANTISEMITISM PREVENTION – EC 244, 262.3, 280, 33800, 48980, 51500, 51501, 60151 and 60152

BP 0410: Nondiscrimination in District Programs and Activities

Pacifica School District is committed to a learning environment free from discrimination, harassment, and bias. State law requires all instructional materials, textbooks, and course discussions to be factually accurate and free from unlawful discrimination or hostile content. This includes specific protections against antisemitism, Islamophobia, and bias based on shared ancestry or ethnic characteristics. Any non-compliant or discriminatory materials will be removed.

EDUCATION EQUITY: IMMIGRATION AND CITIZENSHIP STATUS – EC 234.7

BP 0410: Nondiscrimination in District Programs and Activities; BP 0415: Equity; and BP/AR 1445: Response to Immigration

All children aged 6–18 have a legal right to a free, equal, and safe public education regardless of actual or perceived immigration status, citizenship, nationality, or religion.

- **Enrollment and Confidentiality:** Proof of citizenship or Social Security numbers are **never** required to enroll. Student records remain confidential and cannot be released without written parent consent unless required by law or court order.
- **Immigration Enforcement Protection:** The District does not collect immigration status data, build registries, or permit law enforcement access for immigration enforcement without Board notification. Emergency contacts will be notified before Child Protective Services is ever contacted.
- **Safety and Family Plans:** Parents are encouraged to keep emergency contacts updated (including Caregiver's Authorization Affidavits).
- **Complaints and Enforcement:** Discrimination or harassment may be reported via District UCP procedures or to the CA Attorney General's Bureau of Children's Justice (800-952-5225 | oag.ca.gov/bcj/complaint).

MARRIED, PREGNANT, AND PARENTING STUDENTS – EC 48980

Rights Under Education Code Section 222, 222.5, 222.51 and Title IX 34 CFR 106.40

Pregnant and parenting students retain equal access to all school programs without discrimination. They are entitled to at least 8 weeks of excused parental leave (with no academic work required during leave), full make-up work opportunities upon return, and the right to remain enrolled for a fifth year of high school if needed to meet graduation requirements.

NONDISCRIMINATION IN CHILD NUTRITION PROGRAMS – U.S. Department of Agriculture (USDA) Food and Nutrition (FNS) Instructions 113-1

BP 3555: Nutrition Program Compliance

Pacifica School District participates in the California Universal Meals Program, providing one free breakfast and one free lunch daily to every student, regardless of income.

- **Alternate Income Form:** Although meals are free, families are strongly encouraged to complete the Alternate Income Form at secure.ezmealapp.com. This confidential form helps secure essential state/federal funding for classroom resources, staffing, and technology.
- **USDA Nondiscrimination Statement:** In accordance with federal civil rights law and USDA regulations, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES – 5 CCR 4900 et seq.; EC 200 et seq.

BP 0410: Nondiscrimination in District Programs and Activities

Pacifica School District prohibits discrimination, harassment, intimidation, and bullying across all programs based on actual or perceived protected characteristics (race, ethnicity, disability, sex, sexual orientation, gender identity, immigration status, or religion). Transgender students may use facilities and join activities matching their gender identity, and lack of English skills is never a barrier to program participation. Unlawful discrimination complaints must be filed under UCP within 6 months of the incident. Go to www.pacificasd.org for more information or forms.

SECTION 504 – 34 CFR 104.32

BP/AR 6164.6: Identification and Education Under Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities. The District provides a Free Appropriate Public Education (FAPE) and equal opportunity to participate in school programs and extracurricular activities to all qualified students.

A student qualifies under Section 504 if they have a physical or mental impairment that substantially limits one or more major life activities. Parents, teachers, or school staff may refer a student to the school principal or Section 504 Coordinator for an evaluation. If eligible, a written Section 504 Service Plan will be developed to provide necessary accommodations and supports.

For questions about parent rights, evaluation, or eligibility, contact the Student Services Department at 650-738-6600.

SEXUAL HARASSMENT – 34 CFR 106.8; 5 CCR 4917; EC 231.5, 48900.2, 48980

AR 5145.7: Sexual Harassment; 5145.71: Title IX Sexual Harassment Complaint Procedures

Pacifica School District strictly prohibits sexual harassment, sexual violence, and retaliation in all educational programs and school-sponsored activities.

- Definition: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or conduct based on sex/gender that creates a hostile environment, impacts academic performance, or conditions school benefits on sexual favors (including off-campus conduct with on-campus effects).
- Support and Discipline: The District provides supportive measures to complainants. Violators are subject to discipline, up to suspension or expulsion for students (grades 4–12) and dismissal for staff.
- Reporting: Anyone may report incidents verbally or in writing to any staff member or directly to the District Title IX Coordinator.

Title IX Coordinator Contact: Student Services Director at 650-738-6600.

Full policy available online at simbli.eboardsolutions.com and posted in all school offices, locker rooms, and restrooms.

SPECIAL EDUCATION – EC 56301

BP/AR 6164.4: Identification and Evaluation of Individuals for Special Education

Pacifica School District identifies, locates, and evaluates all children with suspected disabilities from birth to age 21 (including private school, homeless, and foster youth) to provide a Free Appropriate Public Education (FAPE) via an Individualized Education Program (IEP). Parents or staff who suspect a child needs special education services may initiate an assessment referral by contacting their school principal.

STUDENT FEES – 5 CCR 4622; EC 49013

BP/AR 0460: Local Control and Accountability Plan; 1312.3: Uniform Complaint Procedures; 3260: Fees and Charges

District programs, books, supplies, and extracurricular activities are provided free of charge, with fees allowed only when specifically authorized by law. Voluntary donations and fundraising are permitted, but student grades, course credit, and activity privileges can never be conditioned upon or affected by donations. Unlawful fee complaints may be filed through the Uniform Complaint Procedures (UCP), with full remedies granted to all affected students if validated.

TITLE IX: SEX EQUITY IN EDUCATION ACT – 34 CFR 106.8; EC 221.61, 221.8

BP/AR 5145.7: Sexual Harassment; 5145.71: Title IX Sexual Harassment Complaint Procedures

Title IX protects students, employees, and applicants from discrimination based on sex, gender, gender identity, sexual orientation, pregnancy, and marital status across all District programs, athletics, and activities.

Summary of Student Rights (EC § 221.8):

- Right to equal academic and athletic opportunities, including equitable facilities, equipment, scheduling, coaching, and publicity.
- Right to file a confidential discrimination complaint with the District, California Department of Education (CDE), or U.S. Office for Civil Rights (OCR) without retaliation.
- Right to pursue civil remedies and access a gender equity coordinator.

Title IX Coordinator Contacts:

- **Student Complaints:** Student Services Director **650-738-6600**
- **Employee Complaints:** Human Resources Director **650-738-6600**

Complaints are processed via Uniform Complaint Procedures found at www.pacificasd.org. Full resources and complaint forms are available through the [U.S. Department of Education OCR](http://www.pacificasd.org), [CDE Office of Equal Opportunity](http://www.pacificasd.org), and [CIF Equity](http://www.pacificasd.org).

UNIFORM COMPLAINT PROCEDURES – 5 CCR 4600-4670; EC 33315

BP/AR 1312.3: Uniform Complaint Procedures

Pacifica School District uses the UCP to investigate and resolve complaints alleging failure to comply with state/federal laws or unlawful discrimination, harassment, intimidation, or bullying across protected categories.

Covered Programs and Issues:

Student Fees; LCAP; Discrimination/Harassment; Accommodations for Lactating/Parenting Students; Foster, Homeless, Migrant, Military, Newcomer and Former Juvenile Court Student Rights; Physical Education Minutes; Diversity in Materials; ESSA; After School Education and Safety; and State Preschool Health and Safety.

Filing Deadlines and Protocols:

- **Discrimination/Harassment:** Must be filed within **6 months** of the incident or discovery (extendable up to 90 days for good cause).
- **Program/Fee/LCAP Violations:** Must be filed within **1 year** of the alleged violation. Student fee and LCAP complaints may be filed anonymously if evidence is provided.
- **Timeline and Appeals:** The District investigates and issues a written report within **60 calendar days**. Complainants may appeal to the California Department of Education (CDE) within **30 days** of receiving the district decision or pursue civil remedies.

Compliance Officers:

- **Student Complaints:** Student Services Director | **650-738-6600**
- **Employee Complaints:** Human Resources Director | **650-738-6600**

Forms and full policy available at www.pacificasd.org.

WILLIAMS COMPLAINT PROCEDURES – 5 CCR 4680-4687; EC 35186

AR 1312.4: Williams Uniform Complaint Procedures

California Education Code requires schools to provide sufficient textbooks/instructional materials (including for English learners), clean and safe facilities in good repair, and fully credentialed teachers without vacancies or misassignments. A Williams Complaint regarding any of these deficiencies should be filed with the school principal. Complaints may be submitted anonymously, and a written response will be provided if contact information is included. Optional complaint forms are available online at www.pacificasd.org.

HEALTH AND WELLNESS

ACCESS TO STUDENT MENTAL HEALTH SERVICES – EC 49428

BP 5141.5: Mental Health

Pacifica School District is committed to supporting student mental health and notifies parents and students at least twice annually on how to access campus and community services.

Contact your school-site counselor or administrator for a wellness referral, or submit an anonymous report via the PSD STOPit online portal.

24/7 Emergency and Crisis Support:

- Suicide and Crisis Lifeline: Call/text 988 or call 1-800-273-8255
- Crisis Text Line: Text HOME to 741741
- Trevor Project (LGBTQ+): Call 866-488-7386 or text START to 678-678

Per California law (EC § 215.5), student ID cards include these crisis hotline numbers and resources on the back. In an emergency, dial 911.

ADMINISTRATION OF PRESCRIBED MEDICATION – EC 48980, 49423, 49423.1, 49480

BP/AR 5141.21: Administering Medication and Monitoring Health Conditions

School personnel may assist students with prescription medication during the school day only with annual written authorization from both a physician and parent. Students may carry and self-administer asthma inhalers or auto-injectable epinephrine with required physician confirmation of student competence, parent consent, and a signed liability release. Parents must also notify the school nurse of any ongoing, daily medications taken for chronic conditions.

CONCUSSION AND HEAD INJURIES – EC 49475

BP/AR 6145.2: Athletic Competition

Any student athlete suspected of sustaining a concussion or head injury must be removed from play immediately. Reentry requires written clearance from a licensed healthcare provider and completion of a supervised return-to-play protocol of at least 7 days. Parents and student athletes must sign and return an annual concussion information sheet before initiating practice or competition.

CONSENT TO PHYSICAL EXAMINATION – 20 USC 1232h; EC 48980, 49451

BP/AR 5141.3: Health Examinations

Parents may exempt their child from routine physical examinations by filing an annual written statement with the school principal. However, students opting out may still be temporarily excluded from school attendance if a contagious or infectious disease is reasonably suspected.

CONTROLLED SUBSTANCES: OPIOIDS – EC 49476

BP/AR 6145.2: Athletic Competition

California law requires school districts to annually notify student athletes and their parents regarding the risks of prescription opioids often used for pain management following surgery or injury. Prescription opioids carry high risks of addiction, physical dependence, tolerance, and accidental overdose, which can cause sudden death. Opioids should only be used under direct medical supervision for the shortest duration necessary. Even when taken as directed, opioids can cause impaired coordination, dizziness, confusion, depression, respiratory distress, and other adverse physiological effects.

ENTRANCE HEALTH SCREENING – HSC 124085, 124100, AND 124105

State law requires that the parent or legal guardian of each pupil provide the school, within 90 days after entrance to first grade, documentation that the pupil has received a health screening examination by a doctor within the prior 18 months. Free health screening is available through the local health department.

HUMAN PAPILLOMOVIRUS (HPV) IMMUNIZATION – EC 48980.4

BP/AR 5141.31: Immunizations

Pursuant to California Education Code § 48980.4, parents are advised that the CDC, American Academy of Pediatrics, and American Academy of Family Physicians recommend full HPV immunization prior to a student's admission or advancement to the 8th grade. The HPV vaccine is safe, highly effective, and prevents over 90% of HPV-caused cancers.

IMMUNIZATIONS – EC 49403, 48216; HSC 120325, 120335, 120365, 120370, 120375

BP/AR 5141.31: Immunizations

California law prohibits students from attending classroom-based instruction unless required age-and grade-appropriate immunizations are met.

Required Vaccines for School Entry:

- TK–12th grade: Polio, Diphtheria/Tetanus/Pertussis (DTaP), Measles/Mumps/Rubella (MMR), Hepatitis B, and Varicella (Chickenpox).
- 7th Grade Advancement: Pertussis booster (Tdap).

Exemptions and Special Conditions:

- **Personal Beliefs:** Personal belief exemptions are strictly prohibited by state law.
- **Medical Exemptions:** Must be issued through the state [CAIR-ME database](#) by a California-licensed physician.
- **Special Programs:** Immunization rules do not restrict access to Special Education (IEP) services. Unimmunized students in home-based private or non-classroom independent study must still submit immunization records. Unimmunized students may be temporarily excluded during disease outbreaks.

Low-cost immunizations are available through [Shots for School](#).

MEDICAL OR HOSPITAL SERVICES – EC 32220–32224, 35331, 49471-49472, 48980, BP/AR 5143: Insurance

Pacifica School District makes student medical, hospital, and accident insurance available for injuries occurring on school grounds, during school-sponsored activities, or on field trips. Insurance costs may be paid by the district or the parent, and participation is voluntary.

- **General Coverage Options:** Voluntary student accident and medical insurance is made available for campus activities, transportation, and field trips.
- **Mandatory Athlete Coverage:** All student athletes, spirit leaders, band members, and team managers **MUST** have medical/accidental injury insurance to participate in school athletic teams.
- **No-Cost and Low-Cost Enrollment:** Coverage is available through Medi-Cal and Covered California (1-800-300-1506 www.coveredca.com) or CHIP (1-800-541-5555).

ORAL HEALTH ASSESSMENT – EC 49452.8

AR 5141.32: Health Screening for School Entry

California law requires students entering public school for the first time (Transitional Kindergarten, Kindergarten, or 1st Grade) to undergo a dental assessment by a licensed dental professional.

- **Timeline and Proof:** The exam must occur within 12 months prior to enrollment or by May 31 of the school year. The completed *Oral Health Assessment* form must be submitted to the school.
- **Waiver and Privacy:** Parents unable to obtain an assessment may submit an official *Waiver Form*. Student health data and identity remain strictly confidential.
- **Dental Assistance:** To find a dentist accepting Medi-Cal, call 1-800-322-6384 or visit dental.dhcs.ca.gov. Apply for Medi-Cal at dhcs.ca.gov/medi-cal.

SCHOOL MEALS – EC 48980, 49510, 49520

BP/AR 3550: Food Service/Child Nutrition Program

Adequate nutrition is essential to the development, health and well-being, and learning of all students. A free, nutritionally adequate breakfast and lunch are provided each school day to any student who requests a meal regardless of the student's free or reduced-price meal eligibility.

SUDDEN CARDIAC ARREST – EC 33479.3

BP/AR 6145.2: Athletic Competition

Pursuant to the Eric Paredes Sudden Cardiac Arrest Prevention Act, coaches will remove student athletes from play if they exhibit fainting or cardiac-related symptoms. Removed students cannot return to athletic activity without written clearance from a licensed physician, surgeon, nurse practitioner, or physician assistant. Parents and student athletes must sign and submit an annual SCA Information Sheet prior to starting practice or competition.

TYPE 1 DIABETES – EC 49452.6

AR 4112.4; BP/AR 5141.3: Health Examinations

Type 1 Diabetes is an autoimmune disease that affects insulin production and can be fatal if untreated.

- **Warning Signs:** Contact your pediatrician if your child experiences increased thirst, frequent urination (including new bedwetting), constant hunger, unexplained weight loss, extreme fatigue, blurred vision, or sudden mood changes.
- **Diabetic Ketoacidosis (DKA) Emergency:** Untreated Type 1 Diabetes can lead to DKA, a life-threatening medical emergency. Seek immediate medical care if symptoms include fruity-smelling breath, vomiting, abdominal pain, trouble breathing, or confusion.
- **Screening and Next Steps:** Type 1 Diabetes is not caused by diet or lifestyle. Screening tests (such as A1C or blood glucose tests) are conducted by healthcare providers.

Contact your school nurse to arrange support for students with a diabetes diagnosis.

TYPE 2 DIABETES – EC 49452.7

AR 4112.4; BP/AR 5141.3: Health Examinations

Type 2 Diabetes is a condition affecting how the body processes blood sugar.

- **Primary Risk Factors:** Excess body weight (the single greatest risk factor), family history of diabetes, physical inactivity, puberty, and belonging to specific racial/ethnic groups (Native American, African American, Hispanic/Latino, Asian/Pacific Islander).
- **Warning Signs:** Increased thirst/frequent urination, extreme fatigue, constant hunger, unexplained weight loss, blurred vision, slow-healing cuts, or dark velvety patches of skin (acanthosis nigricans) around the neck or armpits.
- **Prevention and Next Steps:** Encourage 60 minutes of daily exercise and nutritious eating. Consult a physician for blood sugar screening if your child displays risk factors or warning signs.

WATER CONSUMPTION – EC 38043

Students have the right to bring reusable water bottles to school to fill, refill, and drink water throughout the day to support overall health, hydration, and learning.

PARENT AND FAMILY ENGAGEMENT

CIVILITY ON SCHOOL GROUNDS – CC 1708.9; EC 32210

BP 1313: Civility

State law prohibits any person from intentionally injuring, intimidating, or physically obstructing individuals entering or exiting school grounds. Willful disruption of any public school or school meeting is a misdemeanor punishable by a fine of up to \$500. These restrictions do not prohibit parents/guardians from lawfully guiding their own minor children.

PARENT AND FAMILY ENGAGEMENT POLICY – 20 USC 6318; EC 11503, 11504

BP/AR 6020: Parent Involvement; 6171: Title I Programs

Pacifica School District actively involves parents/guardians as equal partners in district decision-making and academic support to enhance student achievement across all grade levels.

- **Joint Policy Development:** The district collaboratively develops family engagement strategies with parents for advisory, decision-making, advocacy, and home learning support.
- **LCAP Input and Inclusivity:** The Local Control and Accountability Plan (LCAP) incorporates parental input to promote active participation, specifically targeting programs for English learners, foster youth, low-income students, and students with disabilities.
- **Annual Evaluation:** The Superintendent regularly evaluates family engagement programs to identify and remove participation barriers and ensure meaningful involvement opportunities.

SCHOOL ACCOUNTABILITY REPORT CARD – EC 35256, 35258

BP 0510: School Accountability Report Card

By February 1 each year, public schools update and publish a School Accountability Report Card (SARC) detailing academic performance, student demographics, class sizes, safety plans, teacher credentials, and financial expenditures. Printed copies are available from the school principal, or digital versions may be accessed at www.pacificasd.org.

STUDENT WELLNESS POLICY – 42 USC 1758b; 7 CFR 210.31; EC 49432

BP 5030: Student Wellness

Pursuant to federal and state law, Pacifica School District maintains a Student Wellness Policy promoting healthy eating, physical activity, and health education across all schools. Parents, students, staff, and community members are encouraged to participate in reviewing and updating the policy. View the full policy online at www.pacificasd.org.

SAFETY AND WELL-BEING

ASBESTOS MANAGEMENT PLAN – 40 CFR 763.84, 763.93

BP/AR: 3514 – Environmental Safety

The district has a complete and updated management plan for asbestos-containing material available upon request.

CAMERA SURVEILLANCE ON SCHOOL PROPERTY – PC 647 (j)

BP/AR 3515: Campus Security

Pacifica School District utilizes camera surveillance on school property and buses for safety purposes. Cameras are restricted to public areas with no reasonable expectation of privacy (entrances, hallways, parking lots, offices, cafeterias, gymnasiums) and may or may not be monitored in real time. Cameras will not be installed in private areas, such as restrooms, locker rooms, changing areas, private offices, or classrooms.

CHILD ABUSE PREVENTION AND NEGLECT REPORTING – EC 48987; PC 11164 et seq.

BP/AR 5141.4: Child Abuse Prevention and Reporting

All District staff and unsupervised adult volunteers are mandated reporters required by law to confidentially report any reasonable suspicion of child abuse or neglect to local law enforcement or Child Protective Services. Pursuant to EC § 48987, parents/guardians have the right to file a complaint against any school employee or person suspected of child abuse at a school site directly with law enforcement/CPS or by contacting District Student Services at 650-738-6600.

CHILD ABUSE PREVENTION: PUPIL SAFETY - SCHOOL EMPLOYEE MISCONDUCT – EC 32280-32282, 44010, 44242.5, 44830.1, 44939.5, and 51950

BP 4119.24/4219.24/4319.24: Maintaining Appropriate Adult-Student Interactions

Pacifica School District enforces strict professional boundaries between students and all campus adults, prohibiting private or non-educational social media and text communications. All school personnel complete annual training and are legally mandated to report suspected abuse or grooming behaviors. The district provides age-appropriate abuse prevention education to students, with parent opt-out rights provided per state law. Report misconduct or boundary concerns to school administration, or review full policies online at www.pacificasd.org.

COMPREHENSIVE SCHOOL SAFETY PLAN – EC 32280, 32282

BP/AR 0450: Comprehensive Safety Plan

Every school annually updates a Comprehensive School Safety Plan in cooperation with local law enforcement and fire agencies. Plans cover emergency preparedness (earthquakes, fires, lockdowns), safe student arrival and departure, bullying prevention, discipline rules, child abuse reporting, and mental health crisis intervention. Public components of each school's safety plan may be inspected in the main office or online at www.pacificasd.org.

DANGERS OF SYNTHETIC DRUGS – EC 48985.5

BP/AR 5131.6: Alcohol and Other Drugs

Pacifica School District is committed to keeping families informed about the severe risks associated with synthetic drugs, including illicit fentanyl.

- **Fentanyl and Counterfeit Pills:** Fentanyl is a lethal synthetic opioid often disguised as legitimate prescription medications (e.g., Adderall, Xanax, OxyContin). No pill is safe unless prescribed by a physician and dispensed by a licensed pharmacy.
- **Social Media Risks:** Drug networks use social media platforms (Snapchat, Instagram, TikTok) and emoji codes to sell counterfeit pills directly to youth.
- **Overdose Signs:** Unresponsiveness, slow/stopped breathing, cold/blue skin, gurgling sounds, or pinpoint pupils.

In the event of a suspected overdose, call 911 immediately. The temporary administration of naloxone (Narcan) can safely reverse an opioid overdose. Review the district's naloxone policy and resources at www.pacificasd.org.

DISASTER PREPAREDNESS EDUCATIONAL MATERIALS – EC 32282.5

BP/AR 0450: Comprehensive Safety Plan; BP/AR 3516: Emergencies and Disaster Preparedness Plan

To support family and community safety, disaster preparedness materials and resources are available on the California Department of Education website at cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp.

EMERGENCY TREATMENT FOR ANAPHYLAXIS – EC 49414

BP/AR 5141.21: Administering Medication and Monitoring Health Conditions; BP/AR 5141.27: Food Allergies / Special Dietary Needs

Pacifica School District maintains stock epinephrine auto-injectors on campus. School nurses or trained volunteer staff may administer epinephrine to any individual suffering, or reasonably believed to be suffering, from potentially life-threatening anaphylaxis during school or at a school activity.

EMPLOYEE INTERACTION WITH STUDENTS – EC 44050

BP 4119.21, 4219.21, 4319.21: Professional Standards; BP 4119.24, 4219.24, 4319.24: Maintaining Appropriate Adult-Student Interactions

All district employees, contractors, and volunteers are required to maintain strict professional boundaries and ethical conduct with students on and off campus. Unlawful or boundary-blurring behavior is prohibited. Allegations of misconduct will be promptly investigated, with appropriate protective interventions enacted. Violations carry disciplinary action up to dismissal and reporting to the California Commission on Teacher Credentialing.

GUN-FREE SCHOOL ZONE – PC 626.9 AND 30310

BP 3515.7: Firearms on School Grounds

Under California's Gun-Free School Zone Act, possessing firearms or ammunition on or within 1,000 feet of K–12 school grounds is illegal. Valid Concealed Carry Weapon (CCW) license holders may carry within the 1,000-foot outer buffer zone, but are strictly prohibited from bringing firearms onto school grounds or inside school facilities. Specific exemptions apply only to authorized active, appointed, or retired peace officers.

HUMAN TRAFFICKING PREVENTION (GRADES 6-8) – EC 49380, 49381

BP/AR 6142.8: Comprehensive Health Education; BP/AR 6142.1: Sexual Health and HIV/AIDS Prevention Instruction

California Education Code requires schools serving grades 6–8 to provide age-appropriate instruction and information to prevent human trafficking and labor exploitation. Students in grades 6–8 receive age-appropriate safety education on recognizing human trafficking risks, exploitation tactics, and reporting methods. Concerns should be reported to school staff or law enforcement. Confidential 24/7 assistance is available through the National Human Trafficking Hotline by calling 1-888-373-7888, texting "HELP" to 233733, or visiting humantraffickinghotline.org.

IMMIGRATION ENFORCEMENT: SCHOOL SITE NOTIFICATION AND EDUCATIONAL EQUITY – EC 234.7, FC 6550 and 6552, HSC 1597.640 and ProC 1502 and 2105

BP/AR 5145.13: Response to Immigration Enforcement

All children in Pacifica School District have a constitutional right to a free public education, regardless of their citizenship or immigration status. PSD campuses are "Safe Zones" committed to equal educational access. PSD does not collect citizenship status or share student records with immigration authorities without parental consent or a judicial court order. Immigration officers are denied access to school sites without a valid judicial warrant or subpoena. The district strictly prohibits harassment or discrimination based on immigration status and advises families to maintain updated emergency contact information and caregiver authorization documents in the event of parental detention or deportation.

MEGAN'S LAW/SEX OFFENDERS – PC 290.45, 626.81

BP/AR 3515.5: Sex Offender Notification

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

PESTICIDE PRODUCTS – EC 17610.1, 17611.5, 17612, 48980.3

AR: 3514.2 – Integrated Pest Management

The district currently plans no pesticide applications this school year. If chemical treatments become necessary, only certified products will be used, and parents who register with their school office will receive 72-hour advance notice detailing the product name, active ingredients, and location (except in emergencies). The District's Integrated Pest Management (IPM) Plan, updated annually by April 30, and product details are available at www.pacificasd.org. State pesticide safety materials are accessible at cdpr.ca.gov/docs/schoolipm/.

SAFE STORAGE OF FIREARMS – EC 48940, 48986, 49390, 49391, 49392, PC 25000-25140; CC 17143

BP/AR 0450: Comprehensive Safety Plan

California law requires gun owners to safely store firearms to prevent unauthorized access by minors and sets mandatory reporting rules for threats of violence.

- **Criminal Penalties:** Negligently leaving firearms accessible to children is illegal. If a minor gains access, carries it to school, or causes harm, owners face prison time, fines, and a 10-year gun ownership ban.
- **Civil Liability and Compliance:** Parents face up to \$30,000 per victim for damages caused by a minor's firearm discharge. Guns must be stored unloaded in a locked safe or with a DOJ-approved lock.
- **Mandatory Threat Reporting (EC § 49392):** School officials are required by law (EC § 49392) to immediately report any perceived threats of school violence to law enforcement.

SCHOOL BUS SAFETY – EC 39831.5

AR: 3541.1 – Transportation for School-Related Trips

Parents/guardians of pupils (TK through grade 6 in Special Day Class programs) who have not previously been transported in a school bus shall receive written safety information regarding safe loading, unloading, and emergency bus procedures prior to riding.

SCHOOL SPONSORED SPORTS – EC 33479, 49475, 49476

Students participating in extracurricular school-sponsored athletics and their parents/guardians must annually review and submit three mandatory safety documents prior to participation: (1) a Concussion Awareness Form, (2) a Sudden Cardiac Arrest Awareness Form, and (3) a signed receipt acknowledging delivery of an Opioid Fact Sheet.

VICTIM OF A VIOLENT CRIME – 20 USC 7912 and SB 848

Any student who becomes a victim of a violent criminal offense while on school grounds must be offered a transfer to a safe public school within the district within 10 calendar days. In compliance with SB 848, all district employees and covered volunteers must serve as mandated reporters, undergo annual abuse-prevention training, and pass pre-employment background checks regarding employee misconduct. Contact Student Services at 650-738-6600 for assistance.

SCHOOL ATTENDANCE

ABSENCE DUE TO CONFIDENTIAL MEDICAL SERVICES – EC 46010.1

BP/AR 5113: Absences and Excuses

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

ABSENCE DUE TO RELIGIOUS EXERCISES OR INSTRUCTION – EC 46014, 48980

BP/AR 5113: Absences and Excuses

With written parent/guardian consent, a student may be excused to attend religious exercises or moral instruction off school grounds at a place of worship or designated facility. Such absences do not count against district attendance averages provided the student attends school for at least the minimum school day and is not excused for religious instruction more than four days per school month.

ADDRESSING ABSENCES – EC 48260, 48320, 51101, 60901

BP/AR 5113.1: Chronic Absence and Truancy; BP/AR 5113.12: School Attendance Review Board

California law requires full-time attendance for students ages 6–18. Parents/guardians are legally responsible for compelling regular attendance and should schedule appointments and family travel outside of instructional hours.

- **Chronic Absenteeism Defined:** A student missing **10% or more** of total school days in a school year—counting **all** excused absences, unexcused absences, and suspensions combined—is legally classified as a chronic absentee.
- **SART and SARB Support:** When irregular attendance or truancy occurs, the district convenes multidisciplinary teams, including the School Attendance Review Team (SART) and School Attendance Review Board (SARB), to provide academic, health, and community intervention resources.

Legal Enforcement: Failure to respond to SARB directives or attend mandated hearings may result in legal referral to the County District Attorney’s Office for truancy prosecution.

COMPULSORY EDUCATION – EC 48200

Children between ages 6 and 18 must attend public full-time day school in their district of residence for the full designated school day, unless enrolled in a private school, home school, or charter program. Parents/guardians are legally responsible for ensuring regular attendance. The district offers attendance conferences, counseling, and interventions to assist families in meeting compulsory attendance requirements.

EXCLUSION FROM SCHOOL – EC 48213, 51101

BP/AR 5112.2: Exclusions from Attendance

A student may be excluded without prior notice for living in a quarantined area, having a contagious disease, or posing a clear and present health/safety danger. Notice is sent as soon as possible after the exclusion occurs. Parents have the right to meet with the Superintendent and appeal the exclusion to the Governing Board, where they may inspect district records, question witnesses, present evidence, and be accompanied by legal or designated representatives.

EXCUSED ABSENCES – EC 46014, 48205, 48980

BP/AR 5113: Absences and Excuses

A student's absence can be legally excused for the following reasons:

- **Health and Medical:** Personal illness (including mental/behavioral health), medical/dental appointments, quarantine, or caring for a sick child of a parenting student.
- **Bereavement and Support Services:** Up to 5 days per incident for the death/grieving of an immediate family member (or close equivalent), or up to 3 days to access victim services, grief support, or safety planning.
- **Legal and Civic Duties:** Court appearances, jury duty, precinct board election work, naturalization ceremonies, military entrance processing, or 1 day per year for middle/high school civic/political events (advance notice required).
- **Personal and Military Family:** Religious holidays/retreats (max 1 day/semester), cultural events, deployment visits with active-duty military family, or prior approved justifiable personal reasons.
- **Make-Up Work Right:** Students with excused absences are legally entitled to complete all missed tests and assignments for full credit within a reasonable timeframe.

SCHOOL CALENDAR – EC 48980

BP 6111: School Calendar

Parents/Guardians are provided advance notice of all minimum days and student-free staff development days to assist with childcare planning. The complete schedule is available at www.pacificasd.org. Should additional minimum or staff-development days be scheduled during the school year, affected parents will receive written notice at least one month prior to the date.

STUDENTS WITH TEMPORARY DISABILITIES – EC 48206.3, 48207, 48208, 48980

AR 6183: Home and Hospital Instruction

Students with temporary physical, mental, or emotional disabilities that make school attendance impossible are entitled to individual Home and Hospital Instruction. Parents/guardians must notify the site principal to request Home and Hospital Instruction. If hospitalized outside District boundaries, the host district where the facility is located provides instruction upon parent notification. The district maintains student enrollment to ensure smooth reentry, and absences during individual instruction are legally excused.

TARDINESS – EC 48260

Students must attend school punctually and are considered tardy if not in their assigned classroom at the scheduled start time. Late-arriving students must present a parent/guardian note to the school office. Excessive tardiness disrupts instruction, and unexcused tardies exceeding 30 minutes count toward legal truancy under EC § 48260, triggering attendance intervention procedures.

TRUANCY DEFINITIONS – EC 48260, 48262 and 48263.6

- **Truant:** 3 unexcused full-day absences OR 3 unexcused tardies over 30 minutes in one school year.
- **Habitual Truant:** Reported as truant 3+ times in a school year following district attempts to hold a parent conference.
- **Chronic Truant:** Absent without a valid excuse for 10% or more of the total school days.
- **Consequences:** Unexcused absences trigger mandatory parent notifications, attendance review team (SART/SARB) referrals, and district interventions.

SCHOOL ENROLLMENT AND OPTIONS

ALTERNATIVE ENROLLMENT OPTIONS

Parents/guardians may request a transfer release from their resident district to attend school in another district.

- **Active-Duty Military Families:** Students with active-duty military parents fulfill residency requirements immediately upon official transfer orders. For military-connected students receiving special education or accommodation services (IEP, Section 504, ADA), the district accepts unofficial or parent-provided records to ensure immediate delivery of comparable services. Within 30 days of receiving records, the district will formally adopt the existing plan or collaborate with parents to implement a new plan. Proof of local residence must be provided within 10 calendar days of arrival.
- **Victims of Bullying Protection:** If an investigation under EC § 234.1 confirms a student was a victim of bullying by another student in the resident district, and a written complaint was filed, the resident district cannot deny an interdistrict transfer release if no intradistrict options exist. (Receiving districts are not mandated to accept the transfer).

ATTENDANCE: RESIDENCY AND ALTERNATIVE ENROLLMENT OPTIONS – EC 48980(g)

Residency Requirements – EC 35160.5, 46600, 48200 et seq., 48980,

BP/AR 5111.1: District Residency; BP/AR 5116.1: Intradistrict; BP/AR 5117: Interdistrict

- **Establishing Residency:** Students ages 6–18 must enroll in the district where their parent/legal guardian resides, with updated proof required upon address changes. Legal residency exceptions apply for foster youth, homeless/migrant students, military families, emancipated minors, students in licensed care/state hospitals, and students living with a qualifying caregiving adult. Foster, military, and migrant students reserve the right to remain in their school of origin.
- **Intradistrict Open Enrollment and Transfers:** Pacifica School District is an open enrollment district. Resident students may apply to attend any school within the district on a space-available basis. Transportation for intradistrict transfers is the responsibility of the parent/guardian.
- **Interdistrict Transfers:** Parents/guardians may request a release from the district of residence to attend a school in another school district. Applications are available on the PSD website (www.pacificasd.org).
- **Residency Investigations Policy:** If the district initiates an investigation to verify residency, it must follow Board Policy adopted at a public meeting. The policy outlines trigger conditions, investigation methods, prohibits surreptitious photographing/recording of students, and provides a formal appeal process.

EXTENDED SCHOOL YEAR - MIGRANT EDUCATION – EC 41601.6

BP/AD 6175: Migrant Education

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

INDEPENDENT STUDY – 5 CCR 11700 et seq.; EC 48980, 51744 et seq.

Independent Study (IS) is an optional educational program that provides curriculum time and expectations equivalent to classroom instruction. Both short-term (fewer than 15 school days) and long-term (15 or more school days) options are governed by board-adopted policies. Written IS agreements must be signed within 10 days of starting short-term IS or prior to beginning long-term IS. For more information, contact the Student Services Department at 650-738-6600.

STUDENT BEHAVIOR

Pursuant to EC 35291, parents must be notified of student discipline rules.

ASSIGNMENTS AND TESTS DURING SUSPENSION – EC 47606.2, 48913, 48913.5, 48980

BP/AR 5144: Discipline and 5144.1: Suspension and Expulsion/Due Process

For school suspensions lasting two or more days, teachers must provide missed homework upon request by a parent or student. If requested homework is submitted on time but left ungraded before the end of the academic term, it cannot be included in or reduce the student's final grade calculation.

DISCIPLINE RULES – 5 CCR 300; EC 35291, 44807, 48980

BP/AR 5144: Discipline and 5144.1: Suspension and Expulsion/Due Process

Pacifica School District is dedicated to maintaining a safe, supportive environment that fosters student self-discipline and engagement while minimizing lost instructional time.

- **Student Responsibilities and Jurisdiction:** Students are held strictly accountable for their conduct on the way to and from school, on campus, on school buses, and at school-sponsored events. Students must obey authority, treat others with respect, and refrain from profane or vulgar language.
- **Fair and Non-Discriminatory Enforcement:** School site and classroom rules are enforced fairly, consistently, and without discrimination by district staff.
- **In-School Correction First:** To keep students in school, exclusionary measures (detention, suspension, expulsion) are used only when required/permitted by law or when other corrective means have been documented and failed.

PARENT RIGHTS AND DUE PROCESS PROCEDURES – EC 48911, 48918, 48919

BP/AR 5144.1: Suspension and Expulsion/Due Process

Parents/guardians and students are guaranteed procedural due process rights during suspension and expulsion proceedings.

- **Suspension Due Process:** Prior to suspension (except in emergency danger situations), an informal conference is held informing the student of the charges and evidence, giving them a chance to respond. Parents receive immediate notification followed by written notice.
- **Expulsion Hearing Rights:** Expulsion recommendations trigger a formal hearing within 30 school days. Parents receive written notice at least 10 calendar days prior to the hearing. Rights include: legal/advocate representation (at parent expense); reviewing/copying all District evidence at least 5 business days before the hearing; confronting/cross-examining witnesses; and presenting evidence/witnesses.
- **Right to Appeal:** Board expulsion decisions may be appealed to the San Mateo County Board of Education within 30 calendar days of the decision.
- **Alternative Placement:** Expelled students are guaranteed referral to an alternative educational program for the duration of the expulsion.

PROPERTY LOSS OR DAMAGE – EC 35291, 48904, 48980, 49014

BP/AR 3515.4: Recovery for Property Loss or Damage; AR 5125.2: Withholding Grades, Diploma or Transcripts;

BP 6161.2: Damaged or Lost Instructional Materials

Parents/Guardians are legally liable for damages caused by a student's willful misconduct, vandalism, or unreturned school property. Following written notification of alleged misconduct, the district may withhold a student's grades, diploma, and/or transcripts until payment is made or property is returned. If the parent is unable to pay, the district

provides a voluntary work program in lieu of monetary payment, upon completion of which all withheld records will be released.

REPORTING THREATS – EC 35291, 48902, 48980, 49390, 49393

BP/AR 3515: Campus Safety and 5131.7: Weapons and Dangerous Instruments

Any middle or high school staff member (grades 6–12) who observes or receives a report of a threat or perceived threat of a homicidal act must immediately report it to local law enforcement. A threat includes any action, writing, social media post, journal entry, or depiction of firearms/violence that creates reasonable suspicion of intent to commit a homicidal act at school, as well as warnings reported by parents or students.

SUSPENSION BY TEACHER FROM CLASS – EC 35291, 48900.1, 48910, 48980

BP/AR 5144.1: Suspension and Expulsion/Due Process; 5144.4: Required Parental Attendance

After other interventions fail, a teacher may suspend a student from class for the day of the incident and the following day.

- **Classroom Restrictions and Coursework:** The student cannot return to that class period without mutual agreement from the teacher and principal, nor be reassigned to another regular class during that time. Teachers may require completion of missed assignments and tests.
- **Parent Conference:** The teacher will arrange a parent-teacher conference as soon as possible. A school administrator will attend upon request, and a counselor or psychologist may attend if practical.
- **Parental Attendance Requirement:** For suspensions due to obscenity, profanity or vulgarity, disruption, or willful defiance, the teacher may require a cohabiting parent/guardian to attend class with the student for part of a school day (with prior written notice).
- **Employment Protections (LC 230.7):** Employers are legally prohibited from discriminating against, demoting, suspending, or discharging an employee who gives reasonable notice to take time off to attend class as required under this policy. Violations entitle the employee to job reinstatement and lost wages/benefits.

SUSPENSION FROM SCHOOL – EC 35291, 48900, 48900.2, 48900.3, 48900.4, 48900.7, 48901.1, 48915, 48980

BP/AR 5144.1: Suspension and Expulsion/Due Process

Students may be suspended or recommended for expulsion for acts related to school activities or attendance occurring on campus, traveling to/from school, during lunch, or at school-sponsored events.

- **Grounds for Suspension (All Grades):** Acts involving physical injury or violence; possession/sale/use of weapons, firearms, controlled substances, alcohol, intoxicants, or imitation firearms; robbery/extortion; property damage or theft; obscenity/profanity; drug paraphernalia; sexual assault/battery; witness intimidation; hazing; bullying/cyber sexual bullying; terroristic threats; or aiding/abetting physical injury. *(Note: Students who voluntarily disclose substance or tobacco use to seek help will not be suspended solely for that disclosure.)*
- **Additional Grounds (Grades 4–12):** Sexual harassment, hate violence, or severe/pervasive harassment, threats, or intimidation against students or staff.
- **Mandatory Expulsion Recommendation (EC § 48915(c)):** Immediate suspension and expulsion recommendation are required for: (1) possessing, selling, or furnishing a firearm; (2) brandishing a knife at another person; (3) unlawfully selling a controlled substance; (4) committing or attempting sexual assault or battery; or (5) possessing an explosive.
- **Discretionary Expulsion Criteria (EC § 48915(b)(e)):** For other offenses, expulsion may be recommended if other corrective means have failed/are not feasible, or the student's presence creates a continuing danger to safety.

STUDENT RECORDS

ACCESS TO STUDENT RECORDS – 34 CFR 99.7, 99.34; EC 234.7, 49063, 49069.7

BP/AR 1445: Response to Immigration Enforcement and 5125: Student Records

Parents have the right to inspect, review, and request copies of their child's educational records within **5 business days** of submitting a written request to the school principal.

- **Access and Access Logs:** Inspection includes oral/written reviews. An access log is maintained in each student's file listing all record requesters and their educational interest.
- **Disclosures Without Consent:** Records may be disclosed without parental consent to school officials with legitimate educational interests (including contracted service providers) and enrolling schools/institutions.
- **Immigration and National Origin Protections:** Student citizenship status, immigration status, or national origin will **not** be disclosed to immigration enforcement officers without written parental consent or a valid judicial warrant/subpoena.
- **Parental Rights under FERPA:** Parents have the right to review records, challenge inaccurate data, consent to disclosures, and file complaints with the U.S. Department of Education (*Student Privacy Policy Office, 400 Maryland Ave., SW, Washington, D.C. 20202* or FERPA.Complaints@ed.gov).
- **Transfer of Rights and Noncustodial Access:** Rights transfer to the student upon reaching age 18 (unless claimed as a tax dependent). Noncustodial parents retain access rights unless restricted by court order.

CHALLENGING STUDENT RECORDS – 34 CFR 99.7; EC 49063, 49066, 49070

BP/AR 5125: Student Records and 5125.3: Challenging Student Records

Parents may submit a written request to the principal to correct or expunge student records deemed inaccurate, misleading, or inappropriate. The Superintendent or designee meets with the parent and staff member to issue a decision within 30 calendar days. Unfavorable decisions may be appealed to the Governing Board within 30 calendar days. If denied, parents may attach a formal written statement of objection to the student's record. Pursuant to EC 49066, grades determined by a teacher are final and cannot be altered unless clerical error, fraud, bad faith, or incompetency is established.

CONFIDENTIALITY OF MEDICAL INFORMATION ACT – CC 56.10

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

DIRECTORY INFORMATION – 20 USC 1232g; 34 CFR 99.37; EC 49063, 49073

BP/AR: 5125.1 – Release of Directory Information

Directory information includes basic student details (e.g., name, address, phone, email, date of birth, dates of attendance, honors/awards, activities, sports height/weight) used primarily for school publications (yearbooks, programs, honor rolls).

- **Excluded Data:** Directory information **never** includes Social Security numbers, citizenship or immigration status, place of birth, or national origin. Commercial release is strictly limited to employers and news media.
- **Opt-Out Right (All Students):** Directory information may be released to vetted partners unless parents submit a written opt-out notice to the principal within **15 days of enrollment**. Parents may also request in writing to exclude student details from Governing Board minutes.
- **Homeless Student Protections (Opt-In Required):** Directory information for homeless students will **not** be released without prior written consent (opt-in), except for limited sharing to facilitate school-hosted eye exams or oral health assessments unless opted out.

DUPLICATION OF STUDENT RECORDS – EC 49063, 49065

BP/AR 5125: Student Records

Pacifica School District may assess a reasonable copying fee for student records, not to exceed the actual cost of reproduction. Former students are entitled to receive up to two transcripts and two record verifications free of charge. The district does not charge any fee to locate or retrieve student records.

MAINTENANCE OF STUDENT RECORDS – 5 CCR 432, 437; EC 49063, 49076.7

BP/AR 5125: Student Records

The district maintains active cumulative records at school sites and inactive records at the District Office. The principal (site level) and Superintendent/designee (district level) serve as official custodians of records responsible for ensuring data privacy.

- **Record Classification and Retention:**

- **Mandatory Permanent (Kept Indefinitely):** Legal name, birthdate verification, gender, enrollment/exit dates, grades/transcripts, immunization records, graduation date, and parent/student address and residency verifications.
- **Mandatory Interim (Retained 3 Years Post-Exit):** Access logs, health data, special education records, language training files, standardized tests (past 3 years), parental waivers, discipline/expulsion orders, and independent study files.
- **Permitted Records:** Behavioral reports, routine discipline notices, older test scores, and teacher or counselor ratings, destroyed when usefulness ceases.
- **Data Collection Limits:** Social Security numbers and immigration/citizenship documents are never collected or solicited unless required by state/federal law or to administer eligible benefit programs.
- **Annual Review and Destruction:** Non-permanent records are reviewed annually and destroyed securely to prevent public inspection.

PROTECTION OF PUPIL RIGHTS AMENDMENT – 20 USC 1232h; EC 51513

BP/AR 5022: Student and Family Privacy Rights; 6162.8: Research

The PPRA grants parents specific rights regarding student surveys, marketing data collection, and physical exams:

- **Prior Written Consent (Opt-In):** Required before students participate in U.S. Department of Education-funded surveys touching on 8 protected areas: (1) political affiliations; (2) mental or psychological problems; (3) sex behavior or attitudes; (4) illegal/self-incriminating behavior; (5) critical appraisals of family; (6) privileged relationships (lawyers, doctors, or clergy); (7) religious practices/beliefs; or (8) income (except for program eligibility).
- **Advance Notice and Opt-Out Rights:** Parents will receive notice and the right to opt their child out of: non-federally funded protected surveys, non-emergency/invasive physical exams (excluding state-mandated vision, hearing, or scoliosis screenings), and commercial marketing data collection.
- **Inspection Rights:** Parents may inspect protected surveys, marketing materials, and instructional curriculum prior to their use. Rights transfer to the student at age 18 or upon emancipation.
- **Complaints:** Alleged violations may be filed with the U.S. Department of Education (*Student Privacy Policy Office, 400 Maryland Ave., SW, Washington, D.C. 20202*, or PPRA.Complaints@ed.gov).

STUDENT RECORDS FROM SOCIAL MEDIA – EC 49073.6

BP/AR 5125: Student Records

Any student information collected by the district from social media is limited strictly to school or student safety matters. All gathered social media records are securely destroyed within one year after the student turns 18 years of age or exits the district. Parents or students may submit a written request to the principal to inspect, correct, or remove social media records, with inspection provided within five business days of receipt.

TECHNOLOGY

ELECTRONIC LISTENING OR RECORDING DEVICES – EC 51512

BP/AR 1250: Visitors/Outsiders

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.

INTERNET SAFETY – 47 CFR 54.520; 20 USC 7131, 47 USC 254

BP 6163.4: Student Use of Technology

Under the Children's Internet Protection Act (CIPA), the district enforces technology protection measures on all computers and networks to filter obscene, harmful, or inappropriate content. To protect students online, the district maintains rules to prevent cyberbullying, unauthorized online activities, and unsafe sharing of personal information.

Parents are encouraged to monitor their children's online activities at home. Resources and internet safety tips are available at [Common Sense Media](#) and [ConnectSafely](#).

USE OF DISTRICT TECHNOLOGY – 47 CFR 54.520; 20 USC 7131, 47 USC 254

BP 6163.4: Student Use of Technology

Link to [PSD's Acceptable Use Agreement for Students](#)

USE OF MOBILE COMMUNICATION DEVICES – EC 48901.5, 48901.7

BP 5131.8: Mobile Communication Devices

The district restricts student possession and use of smartphones and mobile devices on campus during the school day to reduce classroom disruptions and promote student well-being.

Exceptions: Students may use mobile devices only:

- During an emergency or perceived threat.
- With explicit permission from a teacher or administrator.
- As required for medical reasons (determined by a physician) or per an IEP/504 plan.

Unauthorized use may result in confiscation or discipline. The district assumes no responsibility for lost, stolen, or damaged personal devices.