2026-2027

Saratoga Union School District

ANNUAL NOTICE OF PARENTS'/GUARDIANS' RIGHTS AND RESPONSIBILITIES

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Saratoga Union School District
District Main Phone Number (408) 867-3424

District and School Websites
District: www.saratogausd.org
Argonaut Elementary School: aes.saratogausd.org
Foothill Elementary School: fes.saratogausd.org
Redwood Middle School: rms.saratogausd.org
Saratoga Elementary School: ses.saratogausd.org

District Social Media
Facebook: www.facebook.com/saratogausd
Instagram: www.instagram.com/saratogausd

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The District is committed to the success of all students and to providing a safe and welcoming place for students and their families irrespective of their citizenship or immigration status. The student's citizenship status, immigration status, place of birth, or any other information indicating national origin shall only be released in accordance with Board Policy/Administrative Regulation 1445 - Response to Immigration Enforcement (effective March 1, 2026).
See https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030439.

Dear Parent/Guardian:

California Education Code Sections (§§) 48980 et seq. mandate that school districts notify parents and guardians of their rights and responsibilities at the beginning of the academic year. Education Code § 48982 REQUIRES THAT PARENTS OR GUARDIANS SIGN AN ACKNOWLEDGMENT. The signature is an acknowledgment by parents or guardians that they have been informed of their rights but does not indicate that consent to participate in any particular program has either been given or withheld. Some laws and regulations require additional notification to the parents or guardians during the school term or prior to a specific activity. A separate notification will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parent/guardian files with the principal of the school a statement, in writing, requesting that his/her child not participate. Other laws and regulations grant certain rights that are explained in this document. For purposes of this document, "parent" includes parent or legal guardian.

Dr. Kenneth Geisick, Superintendent

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I. EMERGENCY INFORMATION FOR PARENTS/GUARDIANS

Please inform yourself of our procedure for the Emergency Closing of Schools. Every effort will be made to keep schools open. The following criteria will be used in determining if a site should be closed:

- There is a safety issue (i.e., no alarm system, power lines down, flooding).
- The school is not operational; conditions exist which are not conducive to learning (i.e., lack of heat, lights or water). If possible school will be held for at least a minimum day schedule.
- Staff and/or students cannot get to school sites.
- The school is needed for an emergency center by the City of Saratoga or Red Cross.

We will always make the best decision possible with the information available. As soon as we know

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there is a problem, we begin an analysis of the situation with the District Maintenance Director, Principals, School Board, other local school districts, City and County emergency groups, PG&E, or appropriate service vendors to determine severity of problems, advisories, estimated time of repair or changing conditions. This analysis begins as early as possible, sometimes during the night. We target our decisions for 6:45 - 7:15 a.m. using the best data available at that time. Our decision is based on the safety of students and staff. After we decide to hold school half-day or close school, we alert you through the emergency communications system (email, voice, text), radio, and/or signs at the schools.

Parents/Guardians: please ensure that your most up-to-date contact information is listed in your child's record via your PowerSchool Enrollment update at the start of the school year or when you registered. If your contact information changes during the school year, contact your school office right away.

Our automated messenger system will contact you via email, phone, and text in the event of an emergency. To verify your email, phone, and SMS text numbers, or to make changes, contact your school office. We also recommend you sign up to receive alerts from Santa Clara county. For more information on Emergency notifications or to sign up for Santa Clara County emergency alerts, visit saratogausd.org/families/communications/emergency-and-safety-procedures.

II. IMPORTANT DATES (Board Policy 6111)

Dates listed are subject to change

First Day of School	August 13, 2026
Labor Day	September 7
No School for Students - Professional Development Day	October 12
No School for Students - Teacher Work Day	November 6
Veterans Day Holiday	November 11
TK-5 Grade Parent Conferences	November 16-20
Thanksgiving Recess	November 23 - 27
Minimum Day	December 18
Winter Recess	December 21 - January 1
School Resumes	January 4, 2027
Martin Luther King Jr. Day	January 18
New Student Registration begins	February 1
February Recess	February 15 - 19
No School for Students - Teacher Work Day	March 8
TK & Kindergarten Parent Conferences	March 15 - 19
Grades 1st-5th Conferences - Minimum days for TK-5	March 17 - 18
Spring Recess	April 5 - 9
Memorial Day	May 31
Last Day of School (Minimum Day)	June 4

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The most up to date district calendars are posted at https://saratogausd.org/calendar.

III. NOTIFICATION TO PARENTS/GUARDIANS

The Education Code of California (EC § Section 48980) requires parents or guardians to be notified of certain rights and other designated information. A summary of these code sections is contained in this notice. All of the activities described begin with the opening of school each year and continue throughout the school year. A letter specifying any objection you may have at this time to any activity listed or to your student's participation in any activity listed should be sent to the principal of the school your student attends. These activities are enumerated below, along with other policies for your information.

(a) At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC § Sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938 and Chapter 2.3 (commencing with Section 32255) of Part 19 of Division 1 of Title 1.

(b) The notification also shall advise the parent or guardian of the availability of individualized instruction as prescribed by EC § 48206.3 and of the program prescribed by Article 9 (commencing with EC § 49510).

(c) The notification also shall advise the parents and guardians of all pupils attending a school within the school district of the schedule of minimum days and pupil-free staff development days. If minimum or pupil-free staff development days are scheduled after that, the governing board of the school district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

(d) The notification shall also include a copy of the school district's written policy on sexual harassment established pursuant to EC § 231.5 as it relates to pupils.

(e) The notification shall advise the parent or guardian of all existing statutory and local attendance options available in the school district. This notification component shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. This notification component shall also include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the school district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification component also shall include an explanation of the existing statutory attendance options, including, but not limited to, those available under EC § 35160.5, Chapter 5 (commencing with EC § 46600) of Part 26, and subdivision (b) of EC § 48204. The department shall produce this portion of the notification and shall distribute it to all school districts.

(f) It is the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within its district and that the school districts strive to make available enrollment options that meet the diverse needs, potential, and interests of the pupils of

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California.

(g) The notification shall advise the parent or guardian that a pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to EC § 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and shall include the full text of EC § 48205.

Please note that the Education Code and Board Policies are subject to change by governing bodies. For current board policies and administrative regulations, please visit https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030439. The parent notifications are posted at the start of each school year saratogausd.org/families/annual-parent-notifications.

A. ACADEMICS

Excusal from Health, Family Life and Comprehensive Sexual Education Instruction: The district's educational program shall address the goals of the California Healthy Youth Act pursuant to Education Code 51930-51939, including providing students with the knowledge and skills necessary to protect them from risks presented by sexually transmitted infections, unintended pregnancy, sexual harassment, sexual assault, sexual abuse, and human trafficking and to have healthy, positive, and safe relationships and behaviors. Parents or guardians may (Board Policy 6142.1 & Administrative Regulation 6142.1):

1) Inspect the written and audiovisual materials used in the comprehensive sexual health and HIV/AIDS prevention education
2) Request in writing that their child not receive comprehensive sexual health or HIV/AIDs prevention education
3) Request a copy of EC §s 51930 through 51939
4) Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5) When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDs prevention education, to be informed of:
    a) The date of the instruction
    b) The name of the organization or affiliation of each guest speaker

Surveys: The District may administer to students voluntary and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate.

Instructional Use of Animals: Students have the right to refrain from the harmful or destructive use of animals in their classes. A student's objection to participating in an educational project shall be substantiated by a note from his or her parent or guardian. The teacher of such a student may work with the pupil to develop and agree upon an alternative education project. The student shall not be discriminated against based upon his or her rights to refrain. (EC § 32255-32255.6 and Board Policy

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5145.8)

Sexual Abuse/Sex Trafficking Prevention/Sexual Assault Awareness Prevention: Parents/guardians will be notified of any instruction which includes topics related to sexual abuse, sexual assault awareness prevention, or sex trafficking prevention education. Parents may submit a written request to excuse their child from participation in these classes.

Selection of Instructional Materials: The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted. The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.

Review Process: The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate. If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations. All recommended instructional materials shall be available for public inspection at the district office. The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted. (Board Policy BP 6161.1)

Curriculum A prospectus of school curriculum is available for review at the pupil's school upon request (EC § 49063k).

B. STUDENTS WITH DISABILITIES

It is the policy of the District to provide a free, appropriate public education to each student with disabilities. Parents/guardians who believe their student may have a disability are to contact the principal of their school. (Board Policy 6164.4)

Section 504 Interventions for Students: Section 504 of the Rehabilitation Act of 1973 protects students with disabilities from discrimination based on their disabilities that substantially limit one or more major life activities. Further, Section 504 prohibits discrimination against students with disabilities in district programs, and gives parents/guardians procedural protections, including but ot

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limited to, rights to examine relevant records, and to participate in an impartial hearing.

A recipient that operates a public elementary or secondary education program or activity shall establish and implement, with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of disability, need or are believed to need special instruction or related services, a system of procedural safeguards that includes notice, an opportunity for the parents or guardian of the person to examine relevant records, an impartial hearing with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. Compliance with the procedural safeguards of Section 1415 of the Individuals with Disabilities Education Act, IDEA, 20 USC Section 1400 et seq., is one means of meeting this requirement. 34 CFR § 104.36 Procedural Safeguards.

Notice of a student's procedural safeguards under Section 504 will be provided in accordance with the notice requirement under an IEP. This requires the provision of written notice as follows:

1. Annually;
2. Upon initial referral or parent request for evaluation;
3. Upon receipt of the first complaint/504 hearing request in a school year;
4. In accordance with a disciplinary change in placement; and
5. Upon request by a parent.

Special Education under the IDEA: Special education and related services are available to meet the needs of students who have been assessed, found to have a disability and to require special education and related services. It is the policy of our district to provide a free, appropriate public education to each student with disabilities. Parents/guardians who believe their student may have a disability are to contact the principal of the school. (Board Policy 6164.4)

Procedural Safeguards: The procedural safeguards will be made available in written form which is 1) understandable to the general public; and 2) provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. With regard to special education matters, parents shall be given a copy of their procedural safeguards annually, except that a copy also shall be given to the parents upon initial referral or parental request for assessment.

Child Find Systems: The District is a member of the Santa Clara County North West SELPA (Special Education Local Plan Area) which has established written policies and procedures, including continuous child find systems, including for children with disabilities who are migrant, homeless, or wards of the state, and children with disabilities attending private schools. Policies and procedures include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment.

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

Special Education and Related Services: "Special education" means specially designed instruction, at no cost to the parent, to meet the unique needs of individuals with exceptional needs, whose

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educational needs cannot be met with modification of the regular instruction program, and related services, at no cost to the parent, that may be needed to assist these individuals to benefit from specially designed instruction.

Special education is an integral part of the total public education system and provides education in a manner that promotes maximum interaction between children or youth with disabilities and children or youth who are not disabled, in a manner that is appropriate to the needs of both.

Special education provides a full continuum of program options, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings as well as instruction in physical education, to meet the educational and service needs of individuals with exceptional needs in the least restrictive environment. Individuals with exceptional needs shall be grouped for instructional purposes according to their instructional needs.

Special Education Complaints

In accordance with 34 Code of Federal Regulations (CFR) section 300.153, an organization or individual may file a signed written complaint with the CDE under the procedures described in 34 CFR sections 300.151-152.

C. SPECIALIZED EDUCATIONAL PROGRAMS

Alternative Programs: California state law authorizes all school districts to provide for alternative schools.EC § 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy; (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn; (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his/her teachers or choice of learning projects; (d) Maximizing the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. The opportunity shall be a continuous, permanent process; (e) Maximize the opportunity for students, teachers, to continuously react to the changing world, including but not limited to the community in which the school is located. In the event that any parent, pupil or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this District have copies of the law available for your information. The law particularly authorizes interested persons to request the Board of Education of the District to establish alternative school programs in each district. The District currently offers the following alternative programs: Home/Hospital Instruction (EC § 58500; 58501).

Home-Hospital: A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals. This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. Nothing in this section shall be construed to limit any rights accruing to a pupil with a temporary disability who is

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also identified as an individual with exceptional needs, as defined in Section EC § 56026.

English Learner Program: District procedures regarding designation of students as English Learners or Fluent English Proficient include home language survey, language assessments, notice of assessment results, and opportunity for reassessment. Program placement takes place with written parent notification, and opportunity for parent consultation. (Administrative Regulation 6174)

Foster Youth: Foster youth are ensured school placements in their best interest, including the least restrictive educational program, access to academic resources/services/extracurricular/enrichment activities, and opportunities to meet state pupil academic achievement standards. (Board Policy 6173.1)

Homeless Youth: Homeless youth are ensured school placements in their best interest, and parents are provided opportunities to participate in the education of their children. Homeless youth have the right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers. Homeless youth have the right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, and to qualify automatically for nutrition programs). (Board Policy 6173)

D. STUDENT CONDUCT & DISCIPLINE

Student Responsibilities: Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; observe good order and propriety of deportment; be diligent in study; be respectful to his/her teacher and others in authority; be kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language. (Board Policy 5144)

Student Responsible Use of Technology Agreement: All Saratoga Union School District students and their parents/guardians shall sign the Student Responsible Use of Technology Agreement prior to using technological resources. The District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet. Students shall take responsibility not to intentionally access inappropriate or harmful matter while using District technology. In supervised classroom settings, students may participate in online activities aligned with adopted goals. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability. (Board Policy 6163.4)

Student Sexual Harassment Policy: Saratoga Union School District is committed to making the schools free from sexual harassment. This means that the district prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.The district prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment.The district further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are

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dependent on submission to such conduct. (Board Policy 5145.7 & EC § 212.5)

Harassment: Harassment of students and staff because of sex, race, color, national origin ethnicity, religion, age, physical or mental disability is prohibited in any form (verbal, physical and visual conduct, threats, demands and retaliation). Complaints should be filed with the principal or superintendent immediately for a timely resolution of the problem. (EC § 231.5 & Board Policy 5145.3)

School Discipline Policies: The District believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. Information on school rules and disciplinary procedures have been sent to parents at the beginning of each school year or at the time the student enrolls if he/she starts mid-year. (Board Policy 5144)

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment or bullying of students or staff, including, but not limited to, cyberbullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
4. Damage to or theft of property belonging to students, staff, or the district
5. Possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose, including employment
6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty on school work or tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules
11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of the privilege of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate. Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Possession/Use of Cellular Phones and Other Mobile Communications Devices: No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (EC § 48901.5 & Board Policy 6163.4)

Students and parents must refer to their school's student handbook regarding the use of personal electronic signaling devices including but not limited to cellular/smartphones, tablets, smartwatches,

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personal computers, and other types of mobile communications devices.

If a disruption occurs BP/AR 5145.12 or a student uses any mobile communications device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

Bullying/Cyberbullying: The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct. The district may provide students with instruction, in the classroom or other educational settings, that promotes communication, social skills, and assertiveness skills and educates students about appropriate online behavior and strategies to prevent and respond to bullying and cyberbullying.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Alternate ways of submitting a complaint of conduct include calling or texting at 408-359-7601, sending an email to speakup@saratogausd.org or visit the district webpage https://saratogausd.org/families/student-safety-bullying-prevention-crisis-resources. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in SUSD AR 5145.7 - Sexual Harassment.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Any student who engages in cyberbullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed. (Board Policy 5131.2)

Suspension & Expulsion: The Board of Trustees desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including

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See https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030439.

suspension and/or expulsion. (Board Policy 5144.1)

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she (EC § 48900):

1. Causing, attempting, or threatening physical injury
2. Possessing, selling, or furnishing firearms, knives, explosives, or other dangerous objects
3. Possession, use, sale, or furnishing of controlled substances, alcohol, or intoxicants
4. Robbery or extortion
5. Property damage or theft
6. Tobacco/nicotine possession or use
7. Obscene acts or habitual profanity
8. Possession/sale of drug paraphernalia
9. Receiving stolen property
10. Hazing or bullying
11. Terrorist/criminal threats
12. Sexual harassment (grades 4–12)
13. Hate violence (grades 4–12)
14. Severe harassment, threats, or intimidation disrupting schoolwork or creating hostile environment (grades 4–12)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

15. Committed sexual harassment as defined in EC § 212.5 (EC § 48900.2). Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.
16. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in EC § 233 (EC § 48900.3). Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the

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victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.

17. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, at any time, including, but not limited to, the following:

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Suspension by Superintendent, Principal, or Designee: The Superintendent, principal, or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. However, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons. In addition, the Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to be:

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. A student may be suspended from school for not more than 20 school days in any school year unless, for purposes of adjustment, the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. The district may count suspensions that occur while a student is

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enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year.

Maintenance of Records: The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Board Policy 5125)

Parent Liability: The parent/guardian of any minor whose willful misconduct results in injury to any pupil, employee or volunteer, or damage to district property or the personal property of any school employee, shall be liable for all damages so caused by the minor. The liability shall not exceed $10,000. (EC § 48904 & Board Policy 3515.4)

E. ATTENDANCE

The District believes that regular attendance plays an important role in student achievement and recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The District shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy. (Board Policy 5113)

Excused Absences: Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations. (Education Code 48205). Justifiable personal reasons include, but are 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, or attendance at an educational conference on the legislative or judicial process offered by a non-profit organization. Attendance at the birth of a sibling, attendance at the graduation of an immediate family member, and recovery from bereavement after the death of an immediate family member will be considered justifiable personal reasons. The pupil's absence must be requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the Board. 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, shall be given full credit for those assignments and tests. The teacher of any class from which a pupil is absent shall determine the tests and assignments which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. (EC § 48205 & Board Policy 5113)

Absence for Religious Purposes: Pupils, with written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship. (EC § 46014 & Board Policy 5113)

Absences for Confidential Medical Services: The Governing Board of each school district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents/guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian. (EC § 46010.1 & Board Policy 5113)

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Truancy: A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC § 48205. (Board Policy 5113.1)

F. HEALTH

Immunization for Communicable Disease: Per California Health and Safety Code, Sections 120325-120375, children in California are required to receive certain immunizations in order to attend public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and developmental centers. Schools, child care centers, and family child care homes are required to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports. (EC § 49403 7 Board Policy 5141.21)

Administration of Medication: For the health and safety of all students, all medications (prescription and non-prescription) must be taken and stored in the school office. Medications will be administered only in the school office by staff designated by the principal. It is the responsibility of the child to come to the school office to take any required medication at the proper time. The district permits staff to administer medication to students under the following conditions as required by California Ed Code 49423 & Board Policy 5141.21:

1) Doctors must give written authorization detailing the method, amount, and time to administer prescription and non-prescription medication. An original faxed letter or standard form will be accepted. Forms may be taken or faxed to doctor's offices.
2) The doctor's authorization must be accompanied by parent or guardian's permission for the school to administer the medication.
3) Medication must be in the original container.
4) The prescription must be current.
5) Any change in prescription (dosage, intervals of administering, etc.) must be accompanied by written instructions from the doctor and be reflected on a new prescription bottle label.
    i) Designated staff has the right to refuse to administer medication any time the above conditions are not met.(EC § 49423)

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 anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. EC 49414 requires school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing

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anaphylaxis, regardless of known history. (EC § 49414 & Administrative Regulation 5141.27)

Excuse from Physical Examination: A parent or guardian may file annually with the principal, a statement in writing, stating that they will not consent to a physical examination of the child. Such a statement in writing shall be deemed sufficient to exclude the child from any visual or hearing examination. However, the child may be sent home, if for good reason, he/she is believed to be suffering from a recognized contagious or infectious disease. (EC § 49451 & Board Policy 5141.3)

Insurance/Student Injuries: The District does not carry medical or accident insurance for individual students. Parents are responsible for emergency medical costs beyond first aid provided at the school site. Student accident insurance is available for purchase from a variety of insurance agencies. If emergency medical or dental treatment is needed and the parent or listed contacts cannot be reached, 911 will be called. The District is not responsible for charges incurred as a result of 911 calls or ambulance transfers. (EC § 49472 & Board Policy 5143)

Students with Temporary Disabilities: A pupil with a temporary disability who is in a hospital or other residential health facility which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the District of the pupil's presence at a qualifying hospital. (EC § 48207 - 48208 and Administrative Regulation 6183)

Synthetic Drugs: The District shall inform the parents or guardians of each enrolled pupil about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl. Parents or guardians shall also be informed of the possibility that dangerous synthetic drugs can be found in counterfeit pills. The information shall be annually provided to parents or guardians at the beginning of the first semester or quarter of the regular school term. The information may be provided to parents or guardians pursuant to Section 48980. If the District maintains an internet website, the District shall post the information on their internet website and shall ensure that each individual school within the District maintains an individual internet website and also posts the information on that school's internet website. (EC § 48985.5) https://saratogausd.org/families/health-wellness.

Tobacco Free School and Facilities: It is the policy of the District to provide a tobacco free environment at all times including district buildings, district property and district vehicles. (EC § 48901 & Board Policy 3513.3)

Type II Diabetes Info for parents/ guardians of incoming 7th grade students: The District shall provide an information sheet, which include, but not limited to: a description of Type II Diabetes, a description of the risk factors and warning signs associated with Type II Diabetes, a recommendation that pupils displaying or possibly suffering from risk factors or warning signs associated with Type II Diabetes should be screened for Type II Diabetes, a description of treatments and prevention methods of Type II Diabetes, a description of the different types of diabetes screening tests available (EC § 49452.7) https://saratogausd.org/families/health-wellness.

Type I Diabetes Info for parents/ guardians of elementary grade students: The District shall provide an information sheet, which include, but not limited to: a description of Type I Diabetes, a description of the risk factors and warning signs associated with Type I Diabetes, a recommendation

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regarding those pupils displaying warning signs associated with type 1 diabetes that the parents or guardians of those pupils should immediately consult with the pupil's primary care provider to determine if immediate screening- for type 1 diabetes is appropriate. A description of the screening process for type 1 diabetes and the implications of test results. A recommendation that, following a type 1 diagnosis, parents or guardians should consult with the pupil's primary care provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist (EC § 49452.6). https://saratogausd.org/families/health-wellness.

Cancer Prevention Act: The parents and guardians of pupils admitted or advancing to the sixth grade level are hereby notified that the State of California advises that pupils adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the Federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level of any private or public elementary and middle school (EC § 48980.4) https://saratogausd.org/families/health-wellness.

Pregnant or Parenting Pupil: The Legislature finds and declares that 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. (AB 2289, (EC § 46015)

G. SAFETY

Pesticide Products: The District has developed a proactive pest management program in place which involves sanitation, pest monitoring and inspections, exclusion and habitat modification, and the pre-screening of pesticides by our Director of Facilities/Maintenance & Operations in conjunction with our licensed pest control advisor. Before any pesticide is applied, a notice will be posted in the areas to be sprayed 24 hours prior and 72 hours following such application. All applications are done by A DPR certified professional and completed after school hours when children are not in class. Persons wishing additional notice should register with the school official in charge. As we implement and refine our program, you will be notified of any new materials, as the regulations require. Should you have any questions regarding our policies and procedures you may contact our maintenance staff at (408) 867-4060. The law requires the District to maintain a registry of parents who wish 72-hour notice prior to applications. This is generally for those with special health concerns. Please contact your school office should you wish to be included on this list. (Administrative Regulation 3514.2)

Listed below are the names of all pesticide products that SUSD Facilities may apply at a school site facility:

TRADE NAME	ACTIVE INGREDIENT	EPA REG. #	MANUFACTURER
Alligare 5.4	Glyphosate	81927-8	Alligare, LLC
Alpine WSG	Dinotefuran	499-561	BASF
Termidor	Fipronil	7969-210-AA	BASF

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Suspend SC Insecticide	Deltamethrin	432-763-ZB	Bayer
Essentria IC3	Wintergreen/spearmint oil	NA	Envincio
Essentria Granule	Clove Oil	NA	Envincio
Tengard	Permethrin	70506-6	UPI
Razor Pro	Glyphosate	228-366	Nufarm Americas
Turflon Ester Ultra Herbicide	Triclopyr-2 butoxyethyl ester	64700-56-7	Dow AgroSciences
Pendulum Aquacap Herbicide	Pendimethalin	4087-42-1	BASF
Arena 50WDG	Clothianidin	59639-152-ZB	Valent
UP-Star Gold	Bifenthrin	70506-24-AA	UPI
Safari 20SG	Dinotefuran	33657-16-59639	Valent
Essentria All Purpose	Rosemary/Peppermint Oil	N/A	Chemtrek
LifeLine Herbicide	Glufosinate ammonium	70506-310	UPI
Ranger Pro	Isopropylamine salt of Glyphosate	524-517	Monsanto

School Safety Plan: Each Saratoga Union School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire, earthquake, and emergency drills are held at each school site, as per EC § 32001 & Board Policy 0450).

H. PARENTS'/GUARDIANS' RIGHTS

Excusal From CAASPP Testing (California Assessment for Student Performance and Progress): Section 852 of Title 5 of the California Code of Regulations permit a parent or guardian to submit to the school annually a written request to excuse his or her child from any or all parts of any test provided pursuant to EC § 60640 for the school year. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and will be included in the student's records. If you wish to opt your student out of the CAASPP assessments, please submit your request in writing to your student's principal. (CCR Title 5 §852 & EC §60640)

Non-Discrimination Policy: Saratoga Union School District is committed to making schools free from unlawful discrimination and providing equal opportunities for all individuals in education. The district prohibits discriminatory practices whose purpose or effect has a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment. The district promotes programs that ensure that discriminatory practices are eliminated in all district activities. Any student who engages in discrimination of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal. (Board Policy 0410)

Child Nutrition Service Meals: One free daily breakfast and one free daily lunch are available at school for all students for the 2026-27 fiscal year regardless of parental and/or family income.

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Child Abuse and Neglect Reporting: The staff of the Saratoga Union School District are required by law to report cases of child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies. (Penal Code 11164 and Board Policy 5141.4)

Privacy Rights of Parents and Students: Parents or guardians have the right to inspect and review the official school records of their child. These records can be reviewed with the principal of your school during the regular school day. Such records do not include notes of instructional or supervisory personnel, which are in the sole possession of the maker and are not revealed to other persons. The law restricts access of pupil records to school personnel with legitimate educational interest, specific state and federal officials, and those persons specified by state code to have access to pupil records without written parent permission. A parent or an adult pupil (18 years of age) may challenge the content of any pupil record. Questions regarding the content of any pupil's record should be discussed with the pupil's principal and, if not resolved, will be processed as specified in EC § 49070. (Board Policy 5125)

Parents of English Learners: The District shall take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English are properly notified in English and in their home language, pursuant to EC § 48985, of the rights and opportunities available to them. Parents and guardians of English learners are entitled to participate in the education of their children pursuant to EC § 51101 and as follows:

1. To receive the results of their child's performance on standardized tests, including the English language development test.
2. To be given any required written notification, under any applicable law, in English and the pupil's home language.
3. To participate in school and district advisory bodies
4. To support their children's advancement toward literacy.
5. To be informed about statewide and local academic standards, testing, programs, accountability measures, and school improvement efforts.

School Accountability Report Card: Parents may obtain a copy of any school's annual School Accountability Report Card at the district office, each school site, or the district website at www.saratogausd.org/about-us/school-accountabliliy-report-card-sarc.

Interdistrict and Intradistrict Transfers: Although students generally must attend school in the District and school where their residency has been established, the Saratoga Union School District Board of Trustees recognizes that there are justifiable reasons for Intradistrict and Interdistrict transfer requests. Upon request, the Superintendent or designee may accept students from other districts and may also allow students who live within the District to transfer to another school within the District or out of the District. All Interdistrict agreements shall be for a maximum of one (1) school year and shall be subject to annual re-application (Board Policy 5117). Information and forms regarding transfers can also be found online at

saratogausd.org/families/enrollment-registrar/transfer-into-or-out-of-district.

Student Records: The District maintains a cumulative record on the history of each student's

 child. Records are available for review within five days upon request at the school office. (Board Policy 5125)

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development and educational progress, attendance records, suspension records, health information, and parental restrictions.The district is committed to protecting the privacy of such records. Parents/guardians have the right to inspect, review, or challenge any and all records related to their **Student Social Security Number:** (EC § 49076.7) Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting a social security number or the last four digits of the social security number for a parent or child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

Student Photo Release: There may be times during the school year when students are featured in materials created and used to support the Saratoga Union School District's effort to provide information or promote instructional excellence by sharing resources and facilitating communication. During registration or annual student information update, parents/guardians can decide to have their child's photo and name included or not included in school eNews, yearbook, social media, and/or press/news/media coverage.

School Directory Information: During registration or annual student information update, parents can opt-in to include their contact information in the school's online family directory. Student names, room parent names, and PTA/SEF chairpersons may be listed as part of the directory. (Board Policy 5125.1). Directory information does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.

School Booster Groups: During the school year, parent booster groups such as the school Parent Teacher Association (PTA), Saratoga Education Foundation (SEF), or Sports Boosters, may wish to contact parents/guardians. Parents who do not wish their student's name, address, phone number and grade made available to booster groups may opt out during time of new student registration or during the annual continuing-student information update. Changes can also be made in writing during the school year. Please note that occasionally school booster groups may send information as part of the school/district eNews.

I. COMPLAINT PROCESS

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation Board Policy and Administrative Regulation 1312.3: Uniform Complaint Procedure. See https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030439

https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030439&revid=VJJjkeKplus1MPA0K89i8TlOQ==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=zxfvZYmcKkpluslhKHzD4ftFA==&isPndg=&PG=6

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Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Assistant Superintendent

20460 Forrest Hills Drive

Saratoga, CA 95070

408-876-3424

https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030439&revid=JKdYxj6YplusislshMDGeRT8Zplusplusw==&ptid=amIgTZiB9plushNjl6WXhfiOQ==&secid=zxfvZYmcKkpluslhKHzD4ftFA==&isPndg=&PG=6

Supplemental Uniform Complaint Procedure (Williams): Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a Williams Uniform Complaint Form may be obtained at the superintendent's office. The District has established policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. Uniform Complaint Procedures outlined in the Education Code and California Code of Regulations (5 CCR 4600 et seq.) are used to identify, investigate, and resolve complaints regarding those issues according to timelines specified under Uniform Complaint Procedures. The individual responsible for processing complaints is the Superintendent. Parents, guardians, pupils, teachers, or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

Rights of Pupils and the Public and the Responsibilities of the District:
CDE Office of Equal Opportunity Link: http://www.cde.ca.gov/re/di/or/oeo.asp

 child. Records are available for review within five days upon request at the school office. (Board Policy 5125)

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See https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030439.

DOE OCR Link: https://www.ed.gov/about/ed-offices/ocr
List of Rights under Ed. Code 221.8:
The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.), may be used by the department for purposes of Section 221.6:

(a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
(b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
(c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
(d) You have the right to apply for athletic scholarships.
(e) You have the right to receive equitable treatment and benefits in the provision of all of the following:
(1) Equipment and supplies.
(2) Scheduling of games and practices.
(3) Transportation and daily allowances.
(4) Access to tutoring.
(5) Coaching.
(6) Locker rooms.
(7) Practice and competitive facilities.
(8) Medical and training facilities and services.
(9) Publicity.
(f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
(g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
(h) You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
(i) You have the right to pursue civil remedies if you have been discriminated against.
(j) You have the right to be protected against retaliation if you file a discrimination complaint.

How to File a Discrimination, Bullying or Harassment Complaint: The district believes discrimination, harassment, and bullying issues may be resolved at the school site. As such, students, parents/guardians may report any act of discrimination, harassment, or bullying by a student, staff member or third party to the site principal. The responsible school official will conduct a prompt, thorough and impartial investigation into the complaint. A student or parent/guardian is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

When sexual harassment is reported, interim steps will be taken to stop harassment and protect the victim from further harassment pending outcome of the complaint.At any time during the complaint process students or parent/guardian may contact the Title IX Coordinator to file a complaint directly

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with the district. A student or parent is not required to attempt resolution through the school site before contacting the District Title IX Coordinator.

Timeliness:A complaint must ordinarily be filed within 180 days of the last act of discrimination. If your complaint involves matters that occurred longer ago than this and you are requesting a waiver, you will be asked to show good cause why you did not file your complaint within the 180-day period.

Filing a Uniform Complaint: At any time during the site resolution process, students or parent/guardians may file a Uniform Complaint Form, which can be obtained from the Saratoga Union School District District Office.

Investigation of a Uniform Complaint: Saratoga Union School District will immediately undertake an effective, thorough, and objective investigation of the allegations and provide a written report within 60 days of when the complaint was filed. The report will include a summary of the facts, a decision on the complaint, reason for the decision and corrective actions that have or will be taken, including remedies for the victim. The complainant has the right to present witnesses and evidence.

Action: If the district determines that its policies prohibiting discrimination, harassment, or bullying have been violated, disciplinary action, up to and including expulsion or dismissal will be taken. Remedies will also be provided to the victim and remedial action(s) will be required of the school site. Remedial actions will be taken that are designed to end the harassment, prevent its recurrence and address its effects on the harassed student.Follow-up with the student will occur to ensure the harassment has stopped and that there is no retaliation.The district prohibits retaliation against any participant in the complaint process including witnesses. A separate Uniform Complaint may be filed if retaliation occurs against any individual involved in the processing of discrimination, harassment, or bullying complaint. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. **A student who has a complaint of discrimination or sexual harassment may contact the principal for immediate resolution at the school site. A student or parent/guardian is, however, not required to attempt resolution through the school site, and may first bring the complaint to the District Title IX Coordinator:**

Title IX Coordinator
Assistant Superintendent of Educational Services
Saratoga Union School District
20460 Forrest Hills Drive
Saratoga, CA 95070
408-867-3424

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J. SAFE GUN STORAGE

Guns are now the leading cause of death for minors in the country. Virtually every day, children are shot and injured, or sometimes killed, by firearms improperly stored. About 75 percent of shootings at schools are due to minors having access to guns at home. Over 80 percent of teens who commit suicide with a gun used one that belonged to someone in their home.

Gun ownership is a right in the US, and it comes with substantial responsibilities. It is a crime to store a loaded firearm where a child might gain access to that firearm. Information about gun safety and the safe storage of firearms can be found at https://oag.ca.gov/firearms/tips. [EC 48986, 49392; PC 25100]

By signing below, I acknowledge that I received the **2026-2027 SUSD ANNUAL NOTICE OF PARENTS'/GUARDIANS' RIGHTS AND RESPONSIBILITIES.**

Student Name: Grade: Site:

Parent Name:

Parent Signature: Date:

 child. Records are available for review within five days upon request at the school office. (Board Policy 5125)

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