

CENTER JOINT UNIFIED SCHOOL DISTRICT

8408 Watt Avenue

Antelope, CA 95843-9116

(916) 338-6400 www.centerusd.org

EDUCATIONAL CODE REGULATIONS RELATED TO
RIGHTS OF PARENTS OR GUARDIANS OF MINOR PUPILS

(Revised 10-4-16)

Educational Code Regulations Related to Rights of Parents or Guardians of Minor Pupils must be provided to parents/guardians. Pursuant to Education Code 48980, notifications will be sent at the beginning of each academic year and will include a request that the parent/guardian sign the notice and return it to the school. Parents desiring more information regarding Education Codes may contact the District Office at the above address.

HIGH SCHOOL EXIT EXAM (E.C. 48980, 60850, AR 6162.52)

The California High School Exit Exam has been suspended as a graduation requirement per legislative SB 172 for school years 2015-16, 2016-17, 2017-18.

INTEGRATED PEST MANAGEMENT (E.C. 17611.5, 17612 48980.3, AR3514.2)

When pesticides are applied at school sites, warning notices must be posted at least 24 hours in advance. For a schedule of application and a list of ingredients of each pesticide, please call the Assistant Superintendent of Maintenance and Operations, 338-6417. Persons requesting a schedule of application will receive a 72 hour advance notice.

RIGHT TO REFRAIN FROM HARMFUL OR DESTRUCTIVE USE OF ANIMALS (E.C. 3225532255.6, 48980, AR 5145.8)

Except as otherwise provided in Section 32255.6, any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his/her teacher regarding this objection. If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, the teacher may work with the pupil to develop and agree upon an alternative education project for the purpose of providing the pupil an alternative avenue for obtaining the knowledge, information, or experience required by the course of study in question.

SCHOOL ACCOUNTABILITY REPORT CARD (EC 35256, EC 35258, BP 0510)

The governing board of each school district shall develop and cause to be implemented for each school in the school district a School Accountability Report Card. Hard copies of the School Accountability Report Card are available in the office at each school site.

DISTRICT AND SITE DISCIPLINE RULES (EC 35291, 48980, AR 5144, 5144.1)

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the school under its jurisdiction.

REQUIRED PARENTAL ATTENDANCE (EC 48900.1, BP 5144.1, AR 5144.1)

The Center Joint Unified Board of Trustees believes that parental involvement plays an important role in the resolution of classroom behavior problems. Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee.

The principal of each school shall take steps to insure that all rules pertaining to the discipline of pupils are communicated to continuing students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

ABSENCES FOR RELIGIOUS PURPOSES (EC 46014, 48980, BP 5113, AR 5113)

Permissive absence may be granted for governing board approved religious exercises or instruction upon receipt of written permission from parents.

ABSENCES FOR JUSTIFIABLE PERSONAL REASONS (EC 48205, 48980, BP 5113, AR 5113, AR 6154)

Students receive an excused absence when they are absent from school for: (1) personal illness or injury of the student; (2) death in the immediate family (one (1) day in state, three (3) days out of state); (3) justifiable personal reasons, including but not limited to personal medical or dental appointments, an appearance in court, observance of a holiday or ceremony of his/her religion.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time.

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC 46010.1, BP 5113)

Students in grades 7-12 shall not be absent from school without their parents/guardians knowledge or consent except in cases of medical emergency or confidential medical appointment.

PARENT INVOLVEMENT POLICY (BP 6020)

The Superintendent or designee shall work with staff and parents to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities: advisory, decision making, and advocacy roles; and activities to support learning at home.

INSTRUCTION FOR STUDENTS WITH TEMPORARY DISABILITIES (EC 48980, 48206.3, 48207, 48208, AR 6183)

Any parent may request a home teacher for a child who will be confined to the home for a period of two weeks or more. Documentation by a physician is required prior to home teaching.

IMMUNIZATION OF PUPILS (EC 48980, 49403, BP 5141.31)

The county office of education or the governing board of the district of attendance shall exclude any pupil of the district who has not been immunized properly pursuant to Chapter 1 (commencing with Section 120325) of Part 2 Division 105 of the Health and Safety Code. The district may, in cooperation with local health services for the prevention and control of communicable disease, permit a licensed physician to administer immunizing agents to pupils whose parents have consented in writing to each immunization.

INTRADISTRICT OPEN ENROLLMENT AND ATTENDANCE OPTIONS (EC 48980, AR 5116.1, 5111.1, 5111.12, 5117)

The governing board desires to provide options that meet the diverse needs, potential and interests of district students and shall annually review enrollment options. Students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance

area. In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student.

District residency status may be granted to an elementary grade student if the student's parent/guardian works within the district boundaries. Proof of the parent/guardian's employment within the district shall be required prior to initial enrollment.

SEXUAL HARASSMENT (EC 48980, 5 CCR 4917, 231.5, AR 5145.7)

The Center Joint Unified School District Board of Trustees shall not tolerate, and prohibits unlawful sexual harassment of or by any student by anyone in or from the district. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

MINIMUM DAYS (EC 48980, BP 6111)

Each school calendar shall show the beginning and ending school dates, legal and local holidays, orientation meeting days, minimum days, vacation periods, and other pertinent dates.

STUDENT ACCESS TO THE INTERNET (EC 48980, AR 6163.4)

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

STUDENT RECORDS AND PARENT RIGHTS (EC 49063, 49069, 20 USC1232g, 34 CFR 99.7, AR 5125)

Pupil records containing information on student achievement and health are maintained in the school office under the responsibility of the principal. A log of persons and organizations requesting or receiving information from the student's file is kept in the school office. Parents may inspect and review student records during regular school hours within five days of submitting a personal request to the school office. The school principal will establish an appointed time and present the materials to the parent or guardian. Other than parents or guardians, only school officials and employees with legitimate educational interest as defined in board policy shall be allowed access to the pupil records.

AVAILABILITY OF COURSE PROSPECTUS (EC 49063, 49091.14, AR 5125, 5020)

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication.

CHALLENGE, REVIEW AND EXPUNGING OF RECORDS (EC 49063, AR 5125, 5125.3)

School districts shall notify parents in writing of their rights with regard to the availability of the following specific information: (1) the types of pupil records and information contained therein which are directly related to students and maintained by the institution; (2) the policies of the institution for reviewing and expunging those records; (3) the right of the parent to access pupil records; and the procedures for challenging the content of pupil records.

RELEASE OF DIRECTORY INFORMATION (EC 49063, 49073, 20 USC 1232g, 34 CFR 99.37, AR 5125.1)

The district shall adopt a policy identifying those categories of directory information which may be released. The district shall determine which individuals, officials, or organizations may receive directory information. No directory

information shall be released regarding any pupil when a parent has notified the school district that such information shall not be released.

ADMINISTRATION OF PRESCRIBED MEDICATION FOR PUPILS (EC 49423, 49480, 48980, BP 5141.21)

Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the physician's instructions.

Parents are required to inform the school if a child is on a continuing program of medication as follows: The parent or legal guardian of any public school pupil on a continuing program of medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdoses.

PHYSICAL EXAMINATIONS (EC 49451, 48980, 20 USC 1232h, BP 5141.3)

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

INSURANCE PLAN (EC 49472, 49471, 48980, BP 5143)

The district will provide insurance at no cost for students participating in school-sponsored athletic contests, and will provide opportunity for purchase of insurance for the student by the parents for accidents to, at, or from school.

FREE AND REDUCED PRICE MEALS (EC 49520, 48980, 42 USC 1758, 7 CFR 245.5, BP 3553)

The Department of Education, in cooperation with the Department of Social Welfare, shall establish a statewide program to provide nutritious meals at school for pupils. The funds shall be allocated to the school districts in such a manner that priority shall be given to providing free meals to the neediest children.

HEALTH FAMILY LIFE SEX EDUCATION / INSTRUCTION ON AIDS/AIDS PREVENTION (EC 51938, 48980, AR 6142.1)

Parents shall be notified in writing prior to any instruction or class in which human reproductive organs and their functions or processes are described, illustrated, or discussed. Materials may be reviewed by the parents prior to instruction. Should any part of health family life sex education conflict with religious beliefs and training or personal moral convictions of the parent or guardian, the child shall be excused from that part of the instruction upon written parental request.

The school district shall ensure that all pupils in grades 7 to 12, inclusive, receive AIDS prevention instruction from adequately trained instructors in appropriate courses. Each pupil shall receive the instruction at least once in junior high or middle school and once in high school. The required AIDS prevention instruction shall accurately reflect the latest information and recommendation from the United State, Surgeon General, Federal Center for Disease Control, and the National Academy of Sciences, and shall include the following: (1) information on the nature of AIDS and its effects on the human body; (2) information on how the human immunodeficiency virus (HIV) is and is not transmitted, including information on activities that present the highest risk of HIV infection; (3) discussion of methods to reduce the risk of HIV infection; (4) discussion of the public health issues associated with AIDS; (5) information on local resources for HIV testing and medical care; (6) development of refusal skills to assist pupils to overcome peer pressure and use effective decision making skills to avoid high-risk activities; and (7) discussion about societal views on AIDS, including stereotypes and myths regarding persons with AIDS.

VISION, HEARING SCREENING (EC 49456, 17 CCR 2951, BP 5141.3)

Periodic vision and hearing screens have been scheduled by the district.

SPECIAL EDUCATION PLACEMENT (EC 56301, 56321, 56321.5, 56321.6, 56329, 20 USC 1415(d), 34 CFR 300.502, 300.503, BP 6159.1, 6159.1, 6164.4)

Parents have the rights to special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment.

California law requires school districts to make special programs available to certain exceptional pupils. If facilities or services are not available or cannot be reasonably provided, the district may arrange for a neighboring district to provide the special program. If a pupil is physically handicapped, mentally or severely mentally retarded, or multiple-handicapped and the district cannot provide a program, it must make a specified payment towards the tuition of such pupils who are eligible and who are enrolled in a public or private nonsectarian school or agency that offers the necessary special education facilities, services, and meets certain education requirements.

ALTERNATIVE SCHOOL (EC 58501, 48980, BP 6181)

Center Joint Unified School District provides for an alternative school which is operated in a manner designed to: (1) maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy; (2) recognize that the best learning takes place when the student learns because of his desire to learn; (3) maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests; (4) maximize the opportunity for the students, teachers, and parents to cooperatively develop the learning process and its subject matter, and (5) maximize the opportunity for the student, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

NON-DISCRIMINATION (34 CFR 104.8, 106.9, BP 0410, AR 6178)

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

SUPERVISED SUSPENSION CLASS ROOM (EC 48911.1, AR 5144.1)

A Pupil suspended from a school for any of the reasons enumerated in Sections 48900 and 48900.2 may be assigned, by the principal or the principal's designee, to a supervised suspension classroom for the entire period of suspension if the pupil poses no imminent danger or threat to the campus, pupils or staff, or if an action to expel the pupil has not been initiated.

AVAILABILITY OF MANAGEMENT REGARDING ASBESTOS (40 CFR 763.93 763.84, AR

3514) The District has made available to each school site a complete 3-year re-evaluation and management plan for asbestos-containing material in school buildings.

ADVANCED PLACEMENT EXAM FEES (ED 48980, 52244, AR 6141.5)

Notification of availability of state funds to cover costs of advanced placement exam fees.

RIGHT OF PARENTS TO INSPECT INSTRUCTIONAL MATERIALS:

See Availability of Course Prospectus

ADMINISTRATION OF STUDENT SURVEYS, HEALTH EXAMINATIONS AND COLLECTION OF PERSONAL INFORMATION FOR MARKETING PURPOSES (51513, 20 USC 1232h, AR5022, BP 6162.8)

The Board prohibits staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing.

PARENTS' RIGHT TO REQUEST INFORMATION RE: QUALIFICATIONS OF CHILD'S TEACHER AND PARAPROFESSIONAL (20 USC 6311, 34 CFR 200.61, AR 4112.24, AR4222)

Parents or guardians can request information on the professional qualifications of their child's teacher, and paraprofessional.

TOBACCO-FREE SCHOOLS (Health Safety 104420, BP3513.3)

The board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420: Labor Code 6404.5; 20 USC 6083)

USE OF DRUG-DETECTION DOGS (BP5131.6, 5144, 5144.1)

In an effort to keep schools free of drugs, the district may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board Policy. The dogs may sniff the air around desks or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff within the close proximity of any students.

RECLASSIFICATION/REDISGNATION OF ENGLISH LEARNERS (ED 313, 5 CCR 11303, AR

6174) An English Learner student who has been determined to be Reclassified as Fluent English Proficient; the parent or guardian shall be notified regarding the process for reclassifying. The parents/guardians have the opportunity to participate in that process.

ENGLISH LEARNER PARENT NOTIFICATION OF OFFICIAL CELDT RESULTS AND PROGRAM PARTICIPATION (ED 440, 20 USC 7012, AR6174)

Parents/guardians of English Learners and Fluent English Proficient students are notified in writing of their child's assessment results in English and their home language (if available). Parent's notification of Proposition 227 Requirements are included in the Parent Notification Letter. This notification will have the student's Preliminary CELDT results attached. The Parent Notification of Official CELDT Results and Program Participation form has information of Parent Rights, Conference Request and Parent Involvement Opportunities.

TITLE III ACCOUNTABILITY REQUIREMENTS. PROGRAM IMPROVEMENT. (20 USC 6316, AR 0520.2, 20 USC, AR 5116.1, AR 0520.3)

The central premise of the TITLE III Improvement Plan is that the district is responsible for increasing the education performance of its English Learners. It guides the district to provide leadership, along with the fiscal, human and technical resources, to fully implement a sound and effective instructional program for all English Learners. Parents will be notified by written notification with explanation status and how parents can involved and availability of supplemental services available.

STUDENT PARTICIPATION OF STATE ASSESSMENTS. (5 CCR 852 BP 6162.51, AR6162.51)

The Governing Board recognizes that state achievement test results provide an indication of student progress in achieving state academic standards and may be used to promote high-quality teaching and learning. The Superintendent or designee shall administer mandatory student assessments within the California Assessment of Student Performance and Progress (CAASPP) as required by law and in accordance with Board policy and administrative regulation.

Students shall be exempted from participation only in accordance with law and administrative regulation. Option to request exemption from testing must be done in writing.

AVAILABILITY OF DENTAL FLUORIDE TREATMENT (Health Safety Code 104855, AR5141.6).

The Governing Board of each school district and the governing authority of each private school shall distribute to each pupil's parent or guardian or responsible relative or adult who has assumed responsibility for his or her care and custody (in the case of a minor), or the pupil (if an adult), a letter which may be returned to such district or authority in which the person to receive the letter may indicate that the treatment is desired and the pupil is to receive the treatment or that the pupil is not to receive the treatment for one of the following reasons: (i) the pupil has received the treatment from a dentist, or (ii) the treatment is not desired.

UNIFORM COMPLAINT PROCEDURES

The Center Joint Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state and federal laws governing educational programs.

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures (UCP) to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622) AR 1312.3

The district shall investigate and seek to resolve complaints at the local level using the policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, or age or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Career/Technical, Indian Education, Migrant Education, Vocational Education, Child Care and Development Programs, Child Nutrition Programs, and Special Education Programs and Safety Planning Requirements, and Student Fees.

Complaints must be filed in writing with the following compliance officer: David Grimes, Director of Personnel 8408 Watt Ave.
Antelope, CA 95843
916-338-6413

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's Decision. The appeal must include a copy of the complaint filed with the District and a copy of the District's Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of Center Joint Unified School District's UCP policy and complaint procedures shall be available free of charge.

Complete, sign, date, and return this page to your school of attendance. Thank you

The law requires it as proof that parents/guardians have been informed of their rights. Education Code 48982 requires that the district maintain an acknowledgment of receipt for each student.

Pupil Name: _____
Last Name First Name Middle Initial Birth Date

School: _____ Grade _____

Directory Information Release: Please check A1 or A2

A1. No, do not include the above named student's name in any publication mailed to colleges or military groups.

A2. Yes, permission is granted to release the above named student's name in any publication mailed to colleges or military groups. _____

News Media Release: please check B1 or B2

B1. No, do not allow the above named student to be filmed and/or interviewed by television or radio (media) personnel who have permission to be on campus. _____

B2. Yes, permission is granted for the above named student to be interviewed by television or radio (media) personnel who have permission to be on campus. _____

Internet/World Wide Web Release: Please check C1 or C2

C1. No, do not allow the above named student's first name (last name is not allowed) and/or picture to be on a school/district sponsored/sanctioned website. _____

C2. Yes, permission is granted for the above named student's first name and/or picture to be on a school/district sponsored/sanctioned website. _____

PARENT ACKNOWLEDGMENT

I have received the Educational Code Regulations related to rights of parents or guardians of minor pupils.

Parent/Guardian Signature _____ Date _____

7th Through 12th Grade Parents Only

I have received the Center Joint Unified School District Discipline Plan regarding inappropriate behavior and the consequences of that behavior.

Parent/Guardian Signature _____ Date _____

(Parent Notifications Revision Date: 04-22-2016)