Important Dates for the 2020-2021 School Year
Dates in 2020-2021 are subject to change. Parents or guardians will be notified by their child’s school about minimum days and pupil-free staff-development days.

**TRADITIONAL SCHOOL YEAR**

- **August 31**: First Day of School for Students
- **September 7**: Holiday: Labor Day
- **November 11**: Holiday: Veterans Day Observance
- **November 23-27**: Thanksgiving Break
- **December 21**: First Day of Winter Break
- **January 4**: School Resumes
- **January 18**: Holiday: Martin Luther King Jr. Day
- **February 12**: Holiday: Lincoln Day
- **February 15**: Holiday: Washington Day
- **March 29**: Spring Break Begins
- **April 5**: School Resumes
- **May 28**: Non-Instructional Day (No School)
- **May 31**: Holiday: Memorial Day
- **June 15**: Last Day of School

**Key Contacts**

### FOR PARENTS/GUARDIANS

- **Neighborhood Schools and Enrollment Options**
- **Food and Nutrition Services**
  [www.sandiegounified.org/food](https://www.sandiegounified.org/food) 858-627-7340
- **Nursing & Wellness**
  [www.sandiegounified.org/health](https://www.sandiegounified.org/health) 619-725-5501
- **Quality Assurance Office**
- **Family and Community Engagement**
- **PrimeTime Extended Day Program**
  [www.sandiegounified.org/primetime](https://www.sandiegounified.org/primetime) 858-503-1870
- **School Police (24 hours)**
  [www.sandiegounified.org/police](https://www.sandiegounified.org/police) 619-291-7678
- **Special Educational Equity**
  [www.sandiegounified.org/specialed](https://www.sandiegounified.org/specialed) 619-725-7700
- **Title IX Educational Equity**
  [www.sandiegounified.org/titleix](https://www.sandiegounified.org/titleix) 619-725-7225
- **Transportation**
  [www.sandiegounified.org/transportation](https://www.sandiegounified.org/transportation) 858-496-8460

### OTHER OFFICES

- **Board of Education**
  [www.sandiegounified.org/board](https://www.sandiegounified.org/board) 619-725-5550
- **Office of the Superintendent**
  [www.sandiegounified.org/superintendent](https://www.sandiegounified.org/superintendent) 619-725-5506
- **Legal Services Office**
  [www.sandiegounified.org/legal](https://www.sandiegounified.org/legal) 619-725-5630

### GENERAL INFORMATION

- **District Directory Assistance**
  619-725-8000

San Diego Unified School District
Eugene Brucker Education Center
4100 Normal Street
San Diego, CA 92103

For more information, visit our website at [https://www.sandiegounified.org/](https://www.sandiegounified.org/)
I am pleased to welcome you to the 2020-21 school year. Due to the COVID-19 pandemic, we will begin the new school year online. Our doors may be closed, but our hearts and minds are open to learning.

I speak for the thousands of hardworking principals, teachers and support staff when I say we appreciate the trust you’ve placed in us, and that nothing is more important than the safety and education of your children.

The 2020-21 school year brings new opportunities and challenges that we will meet together. Even as we start the school year online, we look forward to welcoming students back to campuses as soon as it is safe to do so.

Please read this Facts for Parents guide and keep it as a reference throughout the year. The district website, www.sandiegounified.org, also has valuable information about our schools, the various programs we offer, our community initiatives, policies and procedures, and extensive resources for parents.

Throughout the year, please let us know how we’re doing. Our Quality Assurance Office is available anytime with assistance in answering questions, providing information or resolving concerns.

Thank you again for choosing San Diego Unified for the education of your student(s). We are excited to serve you and your family.

Sincerely,

Cindy Marten, Superintendent
B. Discrimination, Harassment, Intimidation & Bullying Policies

Notice of Student Nondiscrimination
San Diego Unified School District is committed to equal opportunity for all individuals in education programs and activities and shall be free from discrimination, harassment, intimidation and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, gender, gender identity, genetic information, immigration status, marital, parental or parental status, mental or physical condition, medical condition, nativity, national origin, actual or perceived sex, sexual orientation, race, religion or on the basis of a person's association with a person or group who has one or more of the above actual or perceived characteristics. Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law. This policy shall apply to all acts related to school attendance occurring within a school under the jurisdiction of the superintendent of the school district.

Employers who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action will be in accordance with federal, state, and/or collective bargaining agreements.

Reference Board Policy (BP) 4543.3 and Administrative Regulation (AR) 4543.3 for full policies.

Student Sexual Harassment Policy
On May 6, 2020, the Office for Civil Rights released new Title IX regulations pertaining to sexual harassment. Due to the publishing deadline for the Facts for Parents, the District was not able to update the Title IX policies and procedures to include the new regulations. The revised Facts for Parents and the revised Title IX policies and procedures will be posted to the District’s website by the end of the year.

San Diego Unified is committed to making the schools free from sexual harassment, discrimination, harassment, intimidation and bullying. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits the sexual harassment of students by other students, employees, or persons, at school or on school-sponsored or school-related activities. Sexual harassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or, verbal, visual or physical conduct of a sexual nature made by some one from or in the educational setting. The superintendent or his/her designee shall ensure that district students receive age-appropriate instruction about their rights to be free from sexual harassment, as well as the district procedure for reporting and investigating complaints of sexual harassment, including with whom a complaint should be filed.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual’s or group’s evaluation of the individual’s or group’s work performance, or on the individual’s or group’s ability to participate in or benefit from a program or activity of the education environment.

The district further prohibits sexual harassment that conditions a student’s status, progress, benefits, services, privileges, program or activity on submission to such conduct.

Any student who feels he/she is being, or has been, sexually harassed by an employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures/regulations.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedures and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

The district believes it can resolve issues of discrimination, harassment, intimidation and bullying at the school site. Reference BP and AR 4543.7 and BP and AR 0430 for full policies.

Site-Based Investigation Process
The site-based investigation and resolution process is designed to encourage any student who believes he/she has been victimized but does not want to file a formal written complaint and seek resolution at the site. However, a student or parent may file a formal complaint at any time without using the site-based process.

Upon receipt of a verbal or written report of sexual harassment, the site principal or administrator will take interim preventative measures and contact the Superintendent to inform him/her of the harassment and protect the parties from further harassment pending the outcome of the investigation and resolution. The site principal/administrator will conduct an investigation and notify the parties in writing of the outcome of the investigation within 10 school days of the receipt of the report of sexual harassment.

A student who has a report or complaint of sexual harassment or discrimination, harassment, intimidation or bullying based on a protected characteristic shall immediately contact his/her teacher or any other district employee. For questions or additional information at any time during the process, or if a complaint cannot be resolved at the site level, the student or parent may contact the Superintendent.

A complaint may be filed by a student or parent/guardian regarding sexual harassment, including with whom the complaint and attempt to resolve the matter informally with the complainant.

A written response on findings and follow-up will be sent by the principal or (QAO) upon conclusion of the investigation. The complainant may appeal the decision within 15 days of receiving the written response. If the district determines that district policies prohibiting discrimination, harassment, intimidation and bullying have been violated, disciplinary action up to and including expulsion or dismissal may be taken.

Remedial actions will be designed to end the bullying and/or intimidation conduct, prevent its recurrence, and address its effects on the targeted student.

Students Speaking Out
In conjunction with the Bullying Policy and Administrative Regulation 5152.2, bullying including cyber-bullying or intimidation in any form is prohibited at school or school-related activities (including off-campus events, school-sponsored activities, school buses and any event or activities occurring outside of school of hours with the intention to be carried back to the school). The district further prohibits the inciting, aiding, coercing or directing of others to commit bullying, cyber-bullying or intimidation.

Such acts include those that are reasonably considered as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, or mental or physical disability or any other distinguishing characteristic.

Any staff member who observes, overhears, or otherwise becomes aware of such actions or to whom such actions have been reported must take prompt and appropriate action to end bullying and/or intimidation and to prevent its recurrence as detailed in the applicable administrative procedures.

Students who observe, overhear or otherwise witness such actions must report them to a staff member. Parents or guardians of district students may be encouraged to report the behaviors to a staff member.

For more information and to read the procedures, visit www.sandiegounified.org/bullying.

How to File a Bullying Report or Complaint
The district is committed to providing a safe, comfortable learning environment for all students and believes bullying issues should receive prompt attention. Students, parents or guardians should report any act of bullying by a student, staff member or third party to any responsible district employee or administrator. See “How to File a Uniform Complaint” on page 3 for more information.

Filing a complaint: A complaint may be filed by a student or parent/guardian regarding sexual harassment, including with whom the complaint and attempt to resolve the matter informally with the complainant.

A written response on findings and follow-up will be sent by the principal or (QAO) upon conclusion of the investigation. The complainant may appeal the decision within 15 days of receiving the written response. If the district determines that district policies prohibiting discrimination, harassment, intimidation and bullying have been violated, disciplinary action up to and including expulsion or dismissal may be taken.

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The San Diego Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to discrimination, harassment, intimidation or bullying against any of the following protected characteristics: age, ancestry, physical or mental disability, ethnicity, gender identity and expression, genetic information, marital status, national origin, race, religion or sex. The District will keep the investigation in accordance with our Uniform Complaint Plan.

The Board of Education has adopted the Uniform Discipline Plan that establishes a framework for developing, refining and implementing a culture of discipline conducive to learning at every school in the San Diego Unified School District. This plan is built on school-wide positive behavior support, a culture of positive discipline techniques, and the systemic development of carefully identified rules with the necessary structure for their firm, fair and consistent implementation.

The importance of a school-wide positive behavior support and discipline plan is consistent with the principles of safety, responsibility, respectfulness, cultural competence, efficiency and honesty and life-long learning.

All Students Have a Right to a High-Quality Education

The right to a high-quality education ensures that school discipline measures will not be used to exclude students from school or otherwise deprive them of such an education, unless it is necessary to preserve the safety of students and staff.

One objective of discipline in schools is to assist students in learning and displaying self-discipline or control of their own behavioral and emotional expression, and leading a lifestyle with respect for the support of all parents/guardians within the community.

Success with the Uniform Discipline Plan is predicated on the belief that we will be openly communicated and implement as a cooperative effort by parents, guardians, students and staff.

District programs and schools will make every reasonable effort to correct student misbehavior through site-based resources at the lowest possible level and support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior.

Teachers can address the vast majority of disciplinary issues at the classroom level. In all instances, school discipline should be reasonable, timely, age-appropriate, fair and match the severity of the student’s misbehavior. School and district officials must make sure that disciplinary due process rights are explained to students and parents. To ensure effective relationships and adequate communication in disciplinary matters, there should be consideration and respect for:

• parents/guardians’ right to be notified when their child faces disciplinary action,
• students’ right to an informal conference with the principal or designee and
• parents/students’ right to appeal suspensions, expulsions and referrals to alternative schools.

While San Diego Unified strives to keep parents/guardians involved and informed, it is sometimes necessary and appropriate for school officials and/or law enforcement officers to speak to students without first notifying their parents. These officials are not required to obtain parental consent prior to speaking to students regarding school matters.

Suspension

Suspension from school is a serious and, by its very nature, controversial act to be used with prudence and restraint when dealing with the conduct of students. While San Diego Unified does not exclude students from school in the K-3rd grades for this conduct. Depending upon the nature of the confirmed conduct, the individual facts, and the age of the child involved, there could be a range of sanctions applied. Appropriate discipline will be determined on an individual basis by the school site for conduct involving students in grade 3 and above.

For information regarding specific violations that may result in a recommendation for expulsion and related procedures, please consult the Uniform Discipline Plan or BPIAR 51441 Expulsion California Education Code (48900) specifies the violations that require a principal to mandatorily recommend expulsion:

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

All other recommendations for expulsion are at the discretion of the principal and address additional findings as stated in the California Education Code. State law requires a recommendation for expulsion of students who are found to have committed sexual assault or sexual battery; however, it prohibits suspension and expulsion of students in the K-3rd grades for this conduct. Depending upon the nature of the confirmed conduct, the individual facts, and the age of the child involved, there could be a range of sanctions applied. Appropriate discipline will be determined on an individual basis by the school site for conduct involving students in grade 3 and above.

For information regarding specific violations that may result in a recommendation for expulsion and related procedures, please consult the Uniform Discipline Plan or BPIAR 51441 Expulsion California Education Code (48900) specific violations that require a principal to mandatorily recommend expulsion:
Health/Vision Screenings

Hearing and vision screenings will be provided as required by state law at the following levels:

- Hearing screening for all students in grades K, 2, 5, 8.
- Vision screening for grades K, 2, 5, 8.
- Vision to Learn at select schools will screen grade 4.

New students and students referred by parents or school personnel may also be screened.

Please note:

1. Vision screenings may be performed by either a school district nurse or by “Vision to Learn,” a non-profit group that contracts with the District.

2. In some schools, an optometrist may be available to examine children who fail their vision screen, and glasses may be available if these are determined to be required.

3. In select schools there is no cost for vision screens, vision examinations or for provision of glasses. Reimbursement for vision examination or eye glasses services may be sought through Medi-Cal or the Children’s Health Insurance Program, but lack of such insurance will not be a factor in receiving services.

Exclusions from Screenings: Contact your school nurse or principal annually regarding excluding your child from any of these screening requirements.

Immunization (Shot) Requirements

State law requires that all students under the age of 18, pre-kindergarten through grade 12, be immunized against communicable diseases unless they are exempt for medical reasons. The DOH recommends that all children be vaccinated against diseases that are preventable. The DOH participates in the San Diego Regional Immunization Registry (SDRIR), a confidential, voluntary system that keeps track of immunizations (shots). Check with your pediatrician, family medicine or medical clinic to ensure your child is fully immunized. Your child will be excluded from attending school if these requirements are not met. See Table 1: Immunization Requirements by Age and Grade on page 8 for specific requirements.

Per SB 272, as of January 1, 2016, parents or guardians of students in any school or child care facility, when public vaccine is available, are no longer allowed to submit a personal beliefs exemption for the student. Such required vaccination exemptions require specific documentation from a licensed physician (MD/DO).

Kindergarten Physical Exam

California’s Child Health and Disability Prevention (CHDP) Program requires all school-aged children to have a physical exam on record with the school. San Diego Unified has made this a requirement for kindergarten. Please submit a copy of your child’s medical checkup to the school when you register for kindergarten or as soon as it is completed during kindergarten.

You are encouraged to obtain this exam by kindergarten entry to ensure your child is healthy and ready to learn. Transitional kindergarten students who submit a physical exam will fulfill this requirement for kindergarten.

Parents or guardians needing assistance in meeting this requirement may call 1-800-675-2229. If a physical exam is required by your personal beliefs, you must sign a CHDP waiver form at the school.

Student’s health and educational personnel will communicate with the student’s prescribing health professional if the student requires clarification about that procedure, accommodation or medication delivery, such as the dose, time of day, schedule, side effects or indications. No other prescription or over-the-counter medications, vitamins, herbs or alternative medications may be carried by students on their person, in a backpack or other container, except as indicated above and with the expressed knowledge and permission of the school nurse. Limited over-the-counter medications may be available at school sites and can be given only by a credentialed school nurse or trained health technician with parent or guardian consent on file.

Contact the school nurse if you have questions. Forms for medication administration at school or procedure for medication administration at your child’s school and on the website at www.sandiegounified.org/health.

Medication at home: The parent or guardian of a student on a continuing medication regimen must sign awaived CHDP waiver form at the school. This is required at the beginning of each school year.

Concussions

Emergency medical personnel will be notified if a serious head injury is sustained. This person will determine if they are having problems with the injury. When a student misses 10% or more of school days or if a student is referred by a school personnel or from a medical provider, there will be a discussion with the student and school nurse to determine if the student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials determine that the student no longer has the contagious or infectious disease.

Availability of Condoms (BPS141.25)

HIV, sexually transmitted infections (STIs), and unintended pregnancies are a considerable concern in our community.

Public health statistics and reports indicate that a significant number of young people in their early teens are involved in activities that put them at risk for negative health outcomes (such as ST infection and unintended pregnancy).

Although the District does offer education that emphasizes abstinence as the only 100% effective method of preventing infection and/or pregnancy, the District also realizes that not all students will practice abstinence and therefore should be instructed that a condom properly used decreases the risk of infection against sexual transmission of HIV/STIs and from unintended pregnancy. In view of this directive the District, in collaboration with medical and public health authorities, the Board of Education enacted a policy to make condoms available for secondary school students (grades 6-12), unless parental permission is indicated to the school in writing denying permission.

Condons will be available at no cost to students who request them unless you, the parent or guardian, have signed permission. By submitting a written and signed letter to the Signed Register Nurse, you are notifying the school that you want your child to have access to and be able to use condoms for sexual intercourse. parents or guardians are encouraged to incorporate inspecting their child’s hair as part of their regular hygiene routine. The School Attendance Review Board may intervene in case of noncompliance or chronic infestations requiring repeated examinations from school.

Control of Communicable Diseases

The district is required to cooperate with the County of San Diego Health and Human Services Agency to prevent and control communicable diseases in school-age children. When there is reason to believe a student has a contagious or infectious disease, the parent or guardian will be contacted and the student sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials determine that the student no longer has the contagious or infectious disease.

Medications, Procedures and Accommodations

The California Education Code states that any student who is required to take medication or receive a health-related accommodation is prescribed by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the district receives:

1. A written statement from the physician detailing the method, amount and time that the medication or procedure is to be administered, and

2. A written statement from the student’s parent or guardian authorizing the school’s or district to administer medication or procedure. (C.C. 4942, 4943)

All medications must be in the original pharmacy container with the prescription label adhered to the container. Students may carry and self-administer prescription auto-injectable epinephrine and asthma inhalers if certain requirements are met. Parents/guardians who request school staff members to administer medications, perform procedures or provide health related accommodations that are not clearly addressed in the DOH approved health personnel will communicate with the student’s prescribing health professional if the school requires clarification about that procedure, accommodation or medication delivery, such as the dose, schedule, side effects or indications. No other prescription or over-the-counter medications, vitamins, herbs or alternative medications may be carried by students on their person, in a backpack or other container, except as indicated above and with the expressed knowledge and permission of the school nurse. Limited over-the-counter medications may be available at school sites and can be given only by a credentialed school nurse or trained health technician with parent or guardian consent on file.

Contact the school nurse if you have questions. Forms for medication administration at school or procedure for medication administration at your child’s school and on the website at www.sandiegounified.org/health.

Medication at home: The parent or guardian of a student on a continuing medication regimen must sign a CHDP waiver form at the school. This is required at the beginning of each school year.

Interscholastic Sports Physical Exam

An annual physical examination is required for all secondary students who participate in interscholastic athletics.

The coach or school nurse may arrange for health screenings at school. Complete physical examinations by a personal physician are recommended.

In addition, the district recommends that new students submit reports of recent physical examinations from their school. A parent or guardian may file a written signed statement with the school principal regarding athletic participation if they believe a student may be unable to participate in a physical examination of the child.

Concussions

Parents and guardians are required to notify the school nurse when a student has a history of more than 3 head injuries in 12 months. New students are required to 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. This information is gathered annually on the Health Information Exchange form distributed at the beginning of each school year when you are asked to provide a copy of your child’s school when new medications are started at any time during the school year.

Absence from School for Illness

Some students with recurrent or ongoing health problems can miss many days of school because of symptoms of illness. When a student misses 10% or more of school days, school personnel or the student’s parent may request to provide the with a doctor’s explanation of the health condition that the student is suffering from attending school. The purpose of this communication is to help school health personnel understand the underlying medical issue so that they can explore how the student’s health needs can be met without providing that student with an education. School health and educational personnel will then work collaboratively with the student’s parent or guardian and the student’s managing doctors to design a customized plan that meets the student’s health and educational needs.

6 | SDUSD 2020/21 Facts for Parents | 7 | SDUSD 2020/21 Facts for Parents
and their activity levels monitored, as per district protocols.

**Health Instruction**
Health instruction in areas such as nutrition, dental health, disease process, safe living, vision and hearing, drugs, alcohol, tobacco, community health, physical fitness, mental-emotional health, human reproduction, and sexually transmitted diseases including HIV, is part of the school curriculum.

Prior to instruction, parents have the opportunity to preview instructional and audio-visual materials dealing with comprehensive sexual health and HIV prevention education. A student may be excused from instruction related to comprehensive sexual health and HIV prevention education and assessments related to that education by written request from the parent or guardian.

**Insurance**
San Diego Unified does not provide medical or dental insurance coverage for students injured on school premises, while under school jurisdiction or while participating in school district activities.

**Recreational Activities**
Children participating in school district activities.

**San Diego Unified** does not provide prevention education and assessments comprehensive sexual health and HIV prevention education. A student may select an activity if their child is absent from school without permission.

**Asbestos Awareness**
Asbestos Hazard Emergency Response Act (AHERA) Notification: The District has an established an effective asbestos management program in compliance with the Asbestos Hazard Emergency Response Act. Efforts include periodic six-month surveillances, mandatory three-year re-inspections by EPA certified inspectors and ongoing operations and maintenance activities to ensure protection for building occupants, custodians and maintenance workers as recommended and supported by the EPA.

A copy of the applicable site management plan is available at each school and district facility, and can be reviewed by contacting the principal or site administrator.

Questions regarding the management plans or asbestos conditions should be addressed to the Safety, Training, Personnel and Environment Compliance Department at 858-627-7174.

**Pesticide Use**
The District complies with the California Healthy Schools Act, requiring the use of effective and least toxic pest management practices, and annually communicating to parents/guardians of students enrolled at district schools a list of all pesticides that may be applied at their site.

Parents or guardians may request advanced notification of individual pesticide applications for their school site. Those who register will be notified at least 72 hours before pesticides are applied. Refer to the optional Pesticide Use Notification Form at the back of this booklet to be added to the registry or register online at: [https://www.sandiegounified.org/pesticide](https://www.sandiegounified.org/pesticide).

Please note: in an emergency that requires spraying of pesticides, site staff will be notified and signs will be posted, however, those listed on the registry will not be notified.

For more information about the District’s Integrated Pest Management, visit [www.sandiegounified.org/ipm](http://www.sandiegounified.org/ipm).

### E. Parent/Guardian Rights and Responsibilities

**Family Involvement**
Parents or guardians and other relatives are encouraged to become involved in the formal education of their children. Early and consistent engagement at home and at school results in students doing well academically and results in schools that are successful at educating all children. When family engagement is combined with a partnership between home and school, the student, school and community all benefit.

Parents or guardians have the right to be included in the educational process and to have access to the system on behalf of their children. These rights and responsibilities are outlined in Education Code Section 51010 as follows:

- **Classroom Observation:** Parents or guardians have the right to visit their child’s classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.
- **Teacher Conferences:** Parents or guardians have the right to request a conference with their child’s teacher(s) or the principal. Parents or guardians should contact the school to schedule a date and time convenient to all participants.

**Volunteering:** Parents or guardians have the right to volunteer their time and resources for the improvement of schools and facilities through volunteer work. Parents or guardians should contact the school to determine the terms and conditions of this service.

**Student Attendance:** Parents or guardians have the right to request their child’s attendance in a timely manner if their child is absent from school without permission.

**Statewide Testing**
California students take several mandated statewide tests. These tests provide parents/guardians, teachers and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state and federal accountability purposes.

California Assessment of Student Performance and Progress (CAASPP)

- **Smarter Balanced Assessments (SBA)**
  - Smarter Balanced Assessments (SBA) are aligned with the Common Core State Standards (CCSS). Results are based on the CCSS and are aligned with the Content Standards. The results are included in the California Science Standards Tests (CAST) for Science.

**California Alternate Assessments (CAA):**
The computer-based CAA for ELA and mathematics is administered to students with the most significant cognitive disabilities in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics tests can be used as an indicator of college readiness.

**California Science Test (CAST):**
The CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades five, eight and once in High School. The computer-based CAST replaces the California Standards Tests (CAST) for Science.

**California Alternate Assessments (CAA):**
The computer-based CAA for ELA and mathematics is administered to students with the most significant cognitive disabilities in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics tests can be used as an indicator of college readiness.
through eight and high school in order to provide student-level data in Spanish to support student-level data in Spanish through eight and high school in order to participate in an annual process to select their courses for the following school year. School counselors will inform students with whom they are in regular contact about career education, Career Technical Education (CTE) courses, college admissions requirements and other post-secondary options available to students in accordance with state law. To graduate from a San Diego Unified high school, a student must complete a graduation course, additional state-required subject coursework, a minimum of 44 credits, and a minimum Web-based State Grade Point Average (WGPA) of 2.00 for grades 9–12. For more detailed information on the district’s graduation requirements, visit www.sandiegounified.org/graduation.

Both university systems—the University of California and California State University—require a college preparatory pattern of courses, commonly referred to as the University of California (UC) “a-g” subject area requirements. These minimum requirements include four years of college preparatory English courses; three years of math; two years of history/social science; two years of laboratory science; two years of the same language other than English; one year of visual and performing arts, and one additional year of a college preparatory elective from the required areas. For more information, see the University of California “a-g” Guide website at www.ucop.edu/agguide.

The district offers a CTE program of study involving a multi-year sequence of courses that integrates core academics with technical and occupational knowledge to prepare students with a certificate, industry-recognized credential, certificate at the postsecondary level, associate degree, and/or a baccalaureate degree. To participate in a CTE program, students must: be in grades 9 or higher; have maintained a satisfactory attendance, citizenship and behavior, and discipline; and be on track to meet a graduation requirement. If a student revoke the permit if any of these are unsatisfactory, IAPs must be renewed at least once a year. When a permit expires, the family will be notified of the reason for denial and the process for appeal.

Alternative Schools Notice

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines “alternative school” as a school that is registered with a school that is operated in a manner designed to:

- Maximize the opportunity for students to develop the positive values
F. Student Records and Rights

Release of Student and Parent/Guardian Information

Unless parents or guardians request otherwise, directory-type information will be released to authorized individuals and organizations indicated in Administrative Regulation 5125.5(a) (Release of Directory Information). Parents or guardians who prefer this type of information not to be released need to notify the school office by checking the “Opt Out” box in Box 11 of the Enrollment Form, or by submitting a signed written request to your school by the first Wednesday in October. Federal and state laws grant certain rights of privacy and access to student records to students and their parents. Parents, students 18 years old and over; students and their parents, and students 14 and over who are identified as both homeless and unaccompanied youth; and individuals who have completed and signed a Caregiver’s Authorization Affidavit have the right to:

- inspect records,
- request the amendment of student records that the parent/guardian or eligible student believes are inaccurate, and
- consent to disclosure of personally identifiable information contained in the student’s education records except to the extent that the Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent.

Notification to opt out can be made by:
- indicating your preference on the enrollment form,
- submitting a prepared form (the District’s or one from any other organization) or
- submitting a written note or letter to the school office.

For further details on release of directory-type student information, refer to district Procedure AR 5125.1, available at your school or on the website at www.sandi euprified.org/procedures. The district will attempt to contact a student’s parent or guardian prior to disclosing information pursuant to subpoenas and when appropriate, court order, if they have not already been made aware.

Access to Student Records

Most requests for student information by individuals or organizations will not be honored without a written statement signed by a parent or guardian authorizing release. However, certain directory-type information may be released as described in Table 2, “Release of Student Information.” In addition, the records listed under “Student Records” will be automatically forwarded to any other school district in which the child enrollled and to schools outside the district when requests are received by a student’s new school of attendance.

Access to information in a student’s records without the consent of a parent will be permitted only in those cases where FERPA authorizes disclosure without consent. This includes but is not limited to:

- school and district personnel (including contractors, consultants or volunteers who perform institutional services under the direct control of the district),
- law enforcement or other public safety agencies with lawful access,
- parents or guardians who have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the school district to comply with FERPA,

Retention of Student Records

The school principal is responsible for the custody of student records. School staff review records periodically. Material no longer required is destroyed in accordance with state law. For further information on retention of student records, refer to district Administrative Regulation 5125, available at your school or on the district website at www.sandi euprified.org/procedures.

Student Records

The following records are kept for each student:

- enrollment information, including date and place of birth and address/residence information,
- attendance and health records,
- grades and other records kept by the school and district personnel, and
- grades and other records kept by the school and district personnel.

or may result in whole or in part from a presentation by his/her teachers of learning project choices.

- Maximize the opportunity for teachers, parents, and students to cooperate and develop the learning process and its subject matter. This opportunity shall be continuous, permanent, and purposeful.

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

In the event any parent, student or teacher is interested in further information concerning alternative schools, a copy of this notification is made available through the Facts for Parents publication. This law particularly authorizes interest-

ed persons to request the governing board of the district to establish alterna-
tive school programs.

Table 2: Release of Student Information

<table>
<thead>
<tr>
<th>Individuals &amp; Organizations Authorized to Receive Student Information (Unless prohibited by parent/guardian)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Information</strong> (Directory-Type)</td>
</tr>
<tr>
<td>1. Name</td>
</tr>
<tr>
<td>2. Address</td>
</tr>
<tr>
<td>3. Telephone number</td>
</tr>
<tr>
<td>4. Date of birth</td>
</tr>
<tr>
<td>5. Participation record in officially recognized activities and sports</td>
</tr>
<tr>
<td>6. Weight and height of athletic team members</td>
</tr>
<tr>
<td>7. Dates of attendance</td>
</tr>
<tr>
<td>8. Degrees and awards received</td>
</tr>
<tr>
<td>9. Most recent previous school attended</td>
</tr>
</tbody>
</table>

See Administration Regulation 5125.1 (a) Release of Directory Information (below)

Students AR 5125.5(a) STUDENT RECORDS Definitions Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3) Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3) Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student’s health record, a school staff review records periodically. Material no longer required is destroyed in accordance with state law. For further information on retention of student records, refer to district Administrative Regulation 5125, available at your school or on the district website at www.sandi euprified.org/procedures. Parents or guardians who have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the school district to comply with FERPA, the address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202. 1-800-USA-LEARN (1-800-872-5327).

Retention of Student Records

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Protection of Student Rights: Surveys

Students will not be given any test, questionnaire, survey or examination containing questions about personal beliefs, sexual practices, family life, mortality and religious unless the parent or guardian has given written permission. (E.C. §5153, Protection of Pupil Rights Amendment, 34 C.F.R. §942.22).

Written consent from a parent or guardian is required prior to a student being given a survey, analysis or evaluation that reveals sensitive personal information such as political affiliations or beliefs; mental or psychological problems; sexual behavior or attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals; and the family; legally recognized privileged or analogous relationships, such as those of lawyer, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parents; and income other than required by law to determine eligibility for participation in a program or activity.

Parents or guardians may inspect surveys created by a third party used to collect personal information.

NOTE: Education Code Section 51938c) creates an exception to the above requirement by authorizing the administration of anonymous, voluntary surveys to students questioning health behavior and risks. After notification of the survey, if a grade 7-12 parent or guardian does not object in writing “I/He/She hereby consents” to the student participating in the survey through a “passive” parent or guardian consent. Parents or guardians have a right to inspect the survey. (E.C. §51938b).

Notice Regarding the District's Participation in the LEA Medi-Cal Billing Program

The District, in cooperation with the California Departments of Health Care Services and Education, participates in the extension of a program that allows the District to be reimbursed with federal Medicaid dollars for select health services provided to enrolled Medi-Cal students at school. The money received through this program is directly reinvested into expanding and improving health and social services for all students.

In accordance with state and federal rules and guidelines, we are notifying you that the records listed above will be forwarded to your student's reimbursement recovery vendor. Parent/Guardian Healthcare Servicel and to the Department of Health Care Services (DHCS) for claiming purposes only (and your child's Medi-Cal benefits may be accessed). This information is only released if we have received your consent.

Your consent, or nonconsent, does not affect the services available and provided to your child, and should not impact your Medi-Cal benefits. Question #33 on the Enrollment Form is where your request is received. Your consent may be withdrawn at any time by providing the office or DHCS with the above information at any time—feel free to visit your child’s school office for an appointment, or call the school office for an appointment.

Parents/guardians or eligible students who have a right to inspect the survey. (E.C. §51938).

The information provided above is not tailored for ELs. Further, while Medi-Cal reimburses the use of the information shared in the project and program participation in a program.
H. English Learner Program Option

Elementary Instructional Programs
Goals for Our English Learners

The Office of Language Acquisition has embraced the educational belief from the CA English Language Arts/English Language Development (ELD) Framework (p.10) that states, “English Learners (ELs) in transitional kindergarten through grade two should be taught to be curricular: they must become proficient in academic English, and they must learn the same rigorous academic content required of all students in California. Because they are learning English as an additional language, ELs require specialized instructional supports to ensure that they simultaneously develop academic English and have full access to a rigorous curriculum across the disciplines. Therefore, ELs are provided support for academic language development in core content courses (Integrated ELD) and specialized support (Designated ELD) for English Language Development. Integrated ELD is provided throughout the day. Designated ELD is provided during a protected time. Both ensure that ELs’ linguistic and academic needs are fully met.”

The intentions and beliefs for our instructional programs are with the expectations that English Learners be supported in sustained dialogue on a variety of topics and content areas; explain their thinking and their “ideas” in text; make arguments and justify their positions persuasively with sound evidence; and effectively produce written and oral texts in a variety of informational and literary text types.

In order to accomplish this, our programs and services include Integrated and Designated English Language Development (ELD) courses taught from core content with lessons designed from California Common Core Standards and English Language Development Standards. To support Integrated ELD, the CA ELD Standards reiterate that the goal for all English Learners is to be able to interpret, discuss and create a variety of literary and informational text types. It is through these experiences that ELs develop an understanding of language as a complex and dynamic resource for making meaning and develop language awareness, including an appreciation for their primary language as a valuable resource for learning. We can expect students to demonstrate their knowledge and understanding of content through oral presentations, writing and collaborative conversations.

Designated ELD is a protected time during the regular school day when teachers use the CA ELD Standards as the focal standards in ways that build into and from content instruction in order to develop critical English language skills, knowledge and strategies needed for content learning in English.

Designated ELD is not separate and isolated but rather an opportunity to support ELs in developing the discourse practices, grammatical structures, and vocabulary necessary for successful participation in all academic content areas. ELs, including academic English Learners, are grouped by language needs and may require varying levels of support.

The following programs represent the models designed for elementary (K-5) English Learners:

- Structured English Immersion (SEI) is for English Learners new to English and new to schooling, or new to English and have interrupted schooling.
- Bilingual/Bilingual Immersion.
- Language Enrichment/Dual Language Immersion.
- Language Enrichment, such as: International Baccalaureate (IB), world language.
- Language pathways, and extended day.

For more information, visit www.sandi.edu/duallanguage-programs.

Secondary Instructional Programs
Secondary schools (grades 6-12) are responsible for creating learning environments where all English Learners are immersed in intellectually rich curricula, appropriately scaffolded to ensure they have full access to all content areas while they develop English as an additional language. Appropriate scaffolds and supports are intentionally designed to ensure that ELs simultaneously develop advanced levels of English necessary for success with academic texts and content in all areas.

The instructional goal for English Learners is to have full access to high-quality English language arts, mathematics, science, and social studies content, as well as other subjects, while they are progressing through English language development continuum.

In order to meet the Common Core State Standards and the “a-g” college entrance requirements for UC and State schools and satisfy college and career readiness standards, the District has defined pathways to support all proficiency levels and enable students to meet graduation requirements in a timely manner. Those pathways include:

- International Baccalaureate (IB)
- World language.
- Language pathways, and extended day.

For more information, visit www.sandi.edu/duallanguage-programs.

Students are held accountable for their conduct on the way to and from school, on school campuses, during recess and at school-sponsored activities.

School districts are authorized to adopt a dress code that prohibits the wearing of “gang-related clothing” and/or requires students to wear a school-wide uniform.
Parents or guardians should review the discipline policy and school rules and regulations with their child. Parents or guardians should also discuss the policies with their school officials in carrying out disciplinary actions if they become necessary.

School Police

Students, staff and parents of the San Diego Unified School District benefit greatly from having the School Safety and State-Certified Police Department. Since 1984, School Police has served as the primary low enforcement agency for over 100,000 children attending nearly 200 sites.

School Police’s overall mission is to serve as the guardian of our children, doing everything possible to avoid juvenile arrests, interrupting the “School-to-Prison-Pipeline” at every turn. The police department is active in many interagency law enforcement efforts throughout the county, serving as regional experts in the area of school safety and education-related law enforcement.

Crime prevention and intervention remain at the core of all School Police operations. Our goal is to educate and guide students through their formative years, using positive reinforcement to resolve conflict and teach positive life lessons to our children. Our officers spend a great deal of time in presentations to our students on a variety of topics, ranging from drug abuse to safety. Assisting all schools in the annual review and completion of Comprehensive Safe Schools Plans is another key task for School Police.

Our narcotics detection canine, “Blitz” and his police officer partner, make daily presentations to our children on the dangers of illegal drug use. Blitz is a beautiful and energetic 7-year-old German Shepherd, serving as a wonderful crime and student attention-getter for children. We push for parents to know about our canine detection program, to keep them from bringing drugs to school. Again, School Police strive to prevent crime, rather than respond after it has occurred.

School Police officers are highly trained in the area of active shooter response. We investigate every rumor of potential campus violence. If the unthinkable ever happens, our officers have the training and equipment to respond rapidly. Each officer also carries state-of-the-art bleeding control and airway management tools on their person at all times.

School Police officers are proud to serve our children, working as a pillar of safety in public schools ensuring each student is supported to reach their full potential.

Students Speaking Out

Students Speaking Out is a program of San Diego County Crime Stoppers, a community-based nonprofit organization (CBO) in partnership with the San Diego Unified School District Police Department. Students Speaking Out was inspired by our Campus Crime Stoppers program which has helped to solve hundreds of crimes on local school campuses and led to the safe removal of 12 guns from middle and high schools in San Diego County.

The mission of Students Speaking Out is to empower young people to use their voices to make schools and communities safer. We believe that students can make a difference in bringing an end to senseless violence and dangerous activities that interfere with young people achieving their dreams.

After working with far too many families who have lost a loved one to violence, drug abuse and impaired driving, we have learned of the devastating impact of these activities on our community. Sadly, many of these losses could have been prevented.

Our message to students is that your voice can make a difference. When you know about illegal or dangerous activity taking place, tell. Tell. Tell. You might save a life, stop a crime, or get help for someone in need.

Link: http://www.studentsspeakingout.org/

School Lockdowns & Crisis Response

Student safety is the district’s highest priority. Placing a school into lockdown is a tool used to counter physical threats to student safety, often from hostilities occurring off campus, but nearby (such as a violent incident occurring in the community, a police pursuit nearby, etc.)

The District’s state-certified school police department is charged with maintaining the safety of every student. School Police assesses the situation and coordinates with school staff to address the needs of all students and staff. School staff will notify parents if the situation allows. The communication about a lockdown most often comes from our School Site, however, this is not always possible. The school may obtain assistance from the district’s Communication Command Center via phone, email and/or through its social media sites Facebook and Twitter.

Should a lockdown occur, parents are asked to remain calm while school and local authorities manage the situation. Parents should avoid coming to the campus until notified by the school to do so. Parents cannot pick up their child during a lockdown or come on campus. If it appears the lockdown will last for an extended period of time, or go beyond dismissal time, school staff will provide updates via email or social media. Students are not allowed to leave until recommended by the appropriate authorities.

If you see suspicious activity on or around schools or district sites, contact the San Diego Unified Police Department at (619) 297-7678 (24 hours).

Safety Plan

All district schools have developed a comprehensive school safety plan that meets state requirements as described in California Education Code Section 32280 et seq. The safety plan includes disaster procedures, procedures for safe evacuation, school security procedures for serious disciplinary problems, a sexual harassment policy, child abuse prevention plan, school dress codes and school discipline policies.

School Accountability Report Card

All California public schools are required to provide information to the community through an annual School Accountability Report Card (SARC). The SARC contains specific information about the condition and performance of the school mass from the previous school year. Parents or guardians may request a copy of the SARC at their student’s school. In addition, SARC’s can be located by visiting the website at www.sandiegounified.org/sarc and at the state’s SARC website at www.sarcinfo.org.

San Diego Unified’s Wellness Policy is based on the CDC’s Whole School, Whole Community, Whole Child framework. The Wellness Policy incorporates the overall commitment of parents, educators, school teachers and community-based health educators to grade K-12, grade 6, grade 8 and high school.

The curriculum in grade 6 includes age-appropriate information on puberty, reproductive anatomy, gender identity, sexual orientation, relationships, HIV and sexually transmitted infection prevention and communication skills.

In addition to these topics, the grade 8 and high school curricula include lessons on contraception, pregnancy care and pregnancy options, relationship abuse and negotiation skills. All content is required to be age-appropriate. San Diego Unified is a partner in the San Diego County, Office of Education’s “Blitz” campaign.

District Wellness Initiative & Wellness Policy

San Diego Unified is committed to providing an environment where students and staff can learn to make healthy choices for their futures. The District acknowledges the strong relationship between students’ health and learning and that the school cannot be accomplished without explicitly planning for and supporting student health and wellness.

Each local educational agency that participates in the National School Lunch Program or other federal child Nutrition programs is required by Federal law to establish a local school wellness policy for all schools under its jurisdiction.

Local wellness policies are important tools for parents, local educational agencies (LEAs), and school districts in promoting student wellness, preventing and reducing childhood obesity and provid- ing assurance that school meal nutrition guidelines meet minimum federal school meal standards.

San Diego Unified’s Wellness Policy

Comprehensive Sexual Health Education

Comprehensive sexual health education is provided at the grade level, in consultation with teachers, school administrators, employer wellness, and family/community involvement.


Parents/guardians, students, representatives or the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public are invited to participate in the development, implementation, review and update of our local wellness policy at the request of the student and school site leaders. Those who are interested in participating are invited to contact our District Wellness Supervisor for details: wellness@sandi.net.

Special Education

San Diego Unified is dedicated to identifying, locating and assessing all students within the community who may have disabilities, and providing appropriate support and related services to those students determined by an educational evaluation.

The District is committed to providing eligible students a free appropriate public education consistent with federal and state laws, including those students enrolled in private schools, wards of the state and highly mobile students with exceptional needs. For more information, visit www.sandiegounified.org/spe/services.

The ADA, Section 504 Accommodations for Students

San Diego Unified acknowledges its responsibility under Section 504 of the Rehabilitation Act of 1973, to identify, review, evaluate and provide reasonable accommodations to students with disabilities. The Section 504 coordinator at each school site can provide additional information and assistance. The District Office at sciweb can be reached at 619-725-5658.

Students with Temporary Disabilities

Instruction: The district has a program to provide individualized instruction to students who are temporarily disabled and who must remain at home, in a home

| SDUSD_2020-21 Facts for Parents | 18 | SDUSD_2020-21 Facts for Parents | 19 |
to school. to provide absence verification to the any absence, parents are requested the contract within the set timeline. After guardian requests a contract for inde- days may be excused if a parent or babysitting, accompanying parents on Absences due to activities such as must notify the school if their child is not School attendance is required by law. J. Attendance

School attendance is required by law. Education Code Section 48205 of the State of California requires every child between the ages of 6 and 18 years to attend school. Studies prove that student attendance increases student achievement.

Parents or guardians are responsible for their child’s school attendance and must notify the school if their child is not in school and why. According to the California Education Code, absences are excused as follows:

1. Personal illness or injury
2. Quarantine under the direction of a health official
3. Having medical, dental, optometric or chiropractic services rendered
4. Obtaining confidential medical services without the consent of the student’s parent or guardian (according to Title X of the California Education Code).
5. The funeral service of an immediate family member.
6. A variety of district-wide applications.

Absences from school for five or more days may be excused if a parent or guardian requests a contract for independent study at least one week prior to absences. The child must complete the contract within the set time frame. After any absence, parents are requested to provide absence verification to the school office when the student returns to school.

No student shall have his/her grade reduced or lose credit for an excused absence. A student with an excused absence will be given the opportunity to complete all assignments and tests missed during the absence. Upon satisfactory compli- ance of the assignment or test, within a reasonable period of time, the student will be given full credit. Tests and assignments may be reasonably extended to non-classroom assignments.

Absences due to activities such as babysitting, accompanying parents on errands, and attending concerts or sport- ing events are unexcused.

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Absences from school for five or more days may be excused if a parent or guardian requests a contract for independent study at least one week prior to absence. The child must complete the contract within the set time frame. After any absence, parents are requested to provide absence verification to the school office when the student returns to school.

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Prohibited Uses
Transmission of any material in violation of any federal or state law and district policy is prohibited. This includes, but is not limited to, the distribution of:
- information that violates or infringes upon the rights of any other person;
- bullying by using information and communication technologies (cyberbullying);
- defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
- advertisements, solicitations, commercial ventures or political lobbying;
- information that encourages the use of controlled substances or the use of the system for the purpose of incurring crime;
- material that violates copyright laws. (Board Policy and Administrative Regulation 6126.6);
- vandalism, unauthorized access, “hacking” or tampering with hardware or software, including introducing “viruses” or pirated software, is strictly prohibited (Penal Code, Section 502);
- unauthorized access to any computer system including when doing so with credentials belonging to another individual.
Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced:
- Education Code, district procedures, and school site discipline/network use policy.

Privileges
The use of SandiNet and the internet is a privilege, not a right, and inappropriate use not aligned with behavior expectations set forth at the school site shall include corrective actions up to and including cancellation of those privileges. The administration, teachers, and/or staff may request the site system administrator or district security administrator to limit, deny, revoke or suspend specific user accesses.

Network Rules and Etiquette
The use of SandiNet and the internet requires that students abide by district rules of network use and etiquette. These include, but are not limited to, the following:
- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.
- Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student’s picture, first name, or work on the internet, the school must have on file a parent release authorizing publication.
- Cyber-bullying is considered harassment. (Refer to Section B Discrimination, Harassment, Intimidation, and Bullying Policies on page 2).
- Respect copyrights. All information and communications accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- Do not disrupt the network.

Cyberbullying
Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner. Using personal communication devices or district property to cyberbully one another is strictly prohibited and may result in the cancellation of network privileges and/or disciplinary action. Cyberbullying may include, but is not limited to:
- spreading information or pictures to embarrass;
- a heated unequal argument online that includes making rude, insulting or vulgar remarks;
- isolating an individual from his or her peer group;
- using someone else’s screen name and pretending to be that person, and
- forwarding information or pictures that are meant to be private.

Security
Security on any computer system is a high priority. If you feel you can identify a security problem on SandiNet, notify the district Integrated Technology Division either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user who is identified as a security risk or having a history of problems with other computer systems may be denied access to SandiNet and the internet.

Vandalism
Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses, attacks targeting district systems, attempting to gain unauthorized access to a resource or any actions causing an international disruption to network services.

Cellular Telephone and Electronic Signaling Device Policy
Education Code section 48901.5 allows school boards to set policy on the use and possession of cellular telephones and other electronic signaling devices on school campuses. Board of Education Policy H-6980 allows student possession and use of cellular phones, pagers, and other electronic signaling devices on school campuses and school buses, at school sponsored activities, and while under the supervision and control of district employees under the following circumstances:
- All students (K-12) may use these devices on campus before school begins and after school ends.
- Students in high school, grades 9-12, may use them during the lunch period.
- The devices must be kept out of sight and turned off during the instructional program and in the classroom.
- Unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.

Device Policy
Policy H-6980 allows student possession and use of cellular phones, pagers, and other electronic signaling devices on school campuses and school buses, at school sponsored activities, and while under the supervision and control of district employees under the following circumstances:
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L. Forms and Instructions

The required Universal Form and the optional Pesticide Use Notification form are included in this booklet on the following pages. Some schools provide these printed forms separately for your convenience.

**Universal Form**

**PLEASE COMPLETE AND RETURN TO:** Your child’s school.

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**Pesticide Use Notification Form**

**PLEASE COMPLETE, IF APPLICABLE, AND RETURN TO:**

Physical Plants Operation Center
4860 Ruffner St.,
San Diego, CA 92111-1522
Attn: Integrated Pest Management Team
### Pesticide Use Notification Form (OPTIONAL) 
**Pesticide Use Notification Request (OPTIONAL)**

To be included on the notification registry, complete this form and return it address shown below, or submit electronically at [https://www.sandiegounified.org/node/1557](https://www.sandiegounified.org/node/1557)

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**If you do not wish to be notified, please disregard this notice.**

San Diego Unified Schools complies with the Healthy Schools Act of 2000 requiring use of effective and least toxic pest management practices, and provides annual notification to all parents or guardians of students enrolled at a district school with a listing of all pesticides that may be applied at their site.

Parents or guardians may request prior notification of individual pesticide applications for their school site. Those listed on this registry will be notified at least 72 hours before pesticides are applied. In an emergency that requires spraying of pesticides, the site will be notified and signed posted; however, those listed on the registry will not be notified.

---

**PLEASE PRINT**

(Notifications will not be sent to unreadable or incomplete requests.)

**Date:**

School or Daycare Cr. (no abbreviations)

**Student’s Name:**

Parent/Guardian's Name:

**Your Mailing Address:**

(Include city and zip code)

**Email Address:**

I prefer to be notified by

- [ ] Email
- [ ] U.S. Mail

By signing below, I understand that upon request, the public school district or child daycare center listed is required to supply information about individual pesticide applications at least 72 hours before application.

By signing below, I also understand it is my responsibility to request notification on an annual basis. The Integrated Pest Management office will begin accepting requests August 1 of each current school year.

**Signature:**

Return completed form by U.S. Mail to:

PPM/Integrated Pest Management

14460 Ruffer Rd
San Diego, CA 92111-1522

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### San Diego Unified IPM Pesticide List

<table>
<thead>
<tr>
<th>Pesticide</th>
<th>Active Ingredient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alligare</td>
<td>Glyphosate</td>
</tr>
<tr>
<td>Avert</td>
<td>Amebicin B1</td>
</tr>
<tr>
<td>Burid</td>
<td>Orthoboric acid</td>
</tr>
<tr>
<td>Ditraf</td>
<td>Diphenosome</td>
</tr>
<tr>
<td>Drione</td>
<td>Phosethrin</td>
</tr>
<tr>
<td>Fusilade II</td>
<td>Bufalin-P-Butyl</td>
</tr>
<tr>
<td>Gopher getter type 2</td>
<td>Daphinone</td>
</tr>
<tr>
<td>Ground sourdail bait</td>
<td>Daphinone</td>
</tr>
<tr>
<td>Klikehawk</td>
<td>Prodamine</td>
</tr>
<tr>
<td>Maugel Imdicid</td>
<td>Imidacloid</td>
</tr>
<tr>
<td>Mafoxent ant bait station</td>
<td>Fipronil</td>
</tr>
<tr>
<td>Mafoxent ant bait gel</td>
<td>Fipronil</td>
</tr>
<tr>
<td>Mafoxent reach bait station</td>
<td>Fipronil</td>
</tr>
<tr>
<td>Mecomet 2.5</td>
<td>Potassium salt of (-)-2,2-(2-methyl-4-chlorophenyl) propanoid acid</td>
</tr>
<tr>
<td>Microcide</td>
<td>Pyrethrin</td>
</tr>
<tr>
<td>Ornamin</td>
<td>Bucifop-P-Butyl</td>
</tr>
<tr>
<td>PCO pellet nodent bait</td>
<td>Daphinone</td>
</tr>
<tr>
<td>Phantom</td>
<td>Chlorfenapyr</td>
</tr>
<tr>
<td>Precoc concentrate</td>
<td>(S)-methoprene</td>
</tr>
<tr>
<td>Precoc 2000 plus premire spray</td>
<td>(S)-methoprene</td>
</tr>
<tr>
<td>Pyrsect 300</td>
<td>Pyrethrin</td>
</tr>
<tr>
<td>Ranger Pro</td>
<td>Glyphosate</td>
</tr>
<tr>
<td>Rezamex</td>
<td>Bifenoside</td>
</tr>
<tr>
<td>Sedgemarmer</td>
<td>Halkusuron-methyl</td>
</tr>
<tr>
<td>Tektan</td>
<td>Bifenthrin</td>
</tr>
<tr>
<td>Tempo ultra WP</td>
<td>B-cyfluthrin</td>
</tr>
<tr>
<td>Tengard</td>
<td>Permethrin</td>
</tr>
</tbody>
</table>

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### 1. DISCRIMINATION, HARASSMENT, INTIMIDATION, & BULLYING POLICIES (Facts for Parents: Section B)

By checking each circle and signing below, I acknowledge the following:

- [ ] My student and I have read and understand the Discrimination and Harassment Policies section.
- [ ] My student and I have read and understand the consequences should my student violate the policy.

### 2. PHOTOGRAPHY/VIDEO/MEDIA RELEASE*

During the school year, schools host events where representatives of the news media may be on campus to gather photographs and/or video footage.

In addition, parents and students may take photos of events in classrooms or around schools. These photos may be posted on the Internet on social media or otherwise distributed without the permission of the school. Your child's participation in these events is valued, and parent permission is needed to include him or her in events where photography may take place.

Parents/Guardians who prefer that their child not be photographed or video recorded must notify their school by using this form. Schools make every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and video recording by devices such as mobile phones may take place without the knowledge of the teacher, principal or district staff.

**PARENTS OR GUARDIANS:** Indicate your level of permission. Use the last circle to opt-out completely.

- [ ] I give my permission (select all that apply).
  - [ ] To have my student interviewed, photographed, and/or video recorded by news media.
  - [ ] To have my student photographed and/or video recorded by the district/school. Photos and videos may be used on school district websites, brochures, social media, etc.
  - [ ] To have my child’s name published in order to credit his or her work.
  - [ ] To have my student’s photograph included in the school yearbook.

- [ ] I DO NOT want my child’s name, photo or video published publicly.

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* Update your release preferences at any time by contacting your school office

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### Uniform Discipline Plan (Facts for Parents: Section C)

- [ ] I acknowledge that my student has read the Uniform Discipline Plan, and that my student and I understand the consequences should my student violate the policy.

### 4. HEALTH REQUIREMENTS (Facts for Parents: Section D)

California law requires that parents/guardians of each pupil acknowledge having been informed of their rights as explained in “Health Requirements” in “Facts for Parents.”

- [ ] I acknowledge that I have been informed of these rights.

### 5. TECHNOLOGY/NETWORK USE GUIDELINES (Facts for Parents: Section K)

The “Network Use Guidelines” for San Diego Unified School District is a contract and must be signed by students and parent/guardians before the student is given access to technology, the internet and other San Diego Unified networks.

- [ ] STUDENT: I understand and will abide by the rules and conditions outlined in Section K about access to technology, the internet and other San Diego Unified networks.
- [ ] PARENT OR GUARDIAN: I give my student permission to use technology, and access the internet and other San Diego Unified networks.

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**6. SIGNATURES**

By completing sections 1 – 5 and signing below, I, the student, and I the parent, have read, understand and acknowledge the policies and rights outlined above and described in detail in Facts for Parents.

<table>
<thead>
<tr>
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<th>Date</th>
</tr>
</thead>
<tbody>
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<td>Parent/Guardian Signature</td>
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* Revised January 2019