



**Los Angeles County
Office of Education**

**INFORMATIONAL
BULLETIN # 5339**
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9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

May 24, 2021

TO: Directors of Student Support Services
Supervisors/Coordinators of Child Welfare and Attendance
Los Angeles County School Districts

FROM: Sonya Smith, Ed.D, Director III
Melissa Schoonmaker, Project Director III
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Division of Student Support Services

SUBJECT: ANNUAL NOTIFICATION OF PARENT OR GUARDIAN

Education Code (EC) 48980 requires school districts to notify parents or guardians of their rights and responsibilities at the beginning of the academic year.

EC 48982 requires parents or guardians to sign the notice and return it to school. A signature on the notice is an acknowledgement by parents or guardians that they have been informed of their rights.

EC 48981 allows notice to be provided by regular mail, in electronic format if requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing.

EC 48984 prohibits a school district from undertaking any activity covered by **EC 48980** for any pupil unless the parent or guardian has been properly notified or has received separate special notification.

EC 51100 encourages schools to promote parents or guardians understanding of, and involvement in, the education of their children for all families in the school community.

Under **EC 48985**, if 15 percent or more of the students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parent or guardian of any such student must be written in English **AND** the primary language and may be answered by the parent or guardian in either language.

This bulletin is designed to assist school districts and charter schools as Local Education Agencies (LEA) in meeting the notification requirements. Required notifications **are in alphabetical order**. If the notification is listed in **BLUE**, it will also be noted as **(optional)**, which means the LEA may choose to use (or not to use) the notification. The LEAs maintain local control as only the **BLACK** printed notifications are required by law. The LACOE Division of Charter School Supports reviewed Charter School items.

Outlined paragraphs provide model language in English and in Spanish to meet a notification requirement. New or amended notification requirements are **highlighted in YELLOW**. All Spanish translations are indicated *in italics* and **highlighted** with the new or revised requirements.

Notations for the LEAs are written in **RED** so that there is an explanation of the content in the notification. The red notes are for the LEAs only and should not be forwarded to the parents or guardians.

For Word version of document or questions regarding this bulletin may be directed to Marian Chiara, Coordinator II, by emailing her directly at chiara_marian@lacoe.edu.

RT/SS:mc:lad
Enclosure: Annual Notification
SSS:3-2020/2021



Los Angeles County Office of Education

Serving Students ■ Supporting Communities
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ANNUAL NOTIFICATION OF PARENT OR GUARDIAN 2021-2022

Prepared by:

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Under the direction of:

Melissa Schoonmaker

**Project Director of Child Welfare and Attendance
Student Support Services Division
Los Angeles County Office of Education**

*Information is highlighted for the 2021-2022 Annual Parent Notification
to identify “new, revised, or amended” information since the 2020-2021 version.*

***DO NOT print the RED notes,
which are for district and charter school information only,
not for parent or guardian notifications.***

PUBLICATION NOTICES

Section One: NOTIFICATIONS in Alphabetical Order:

- Summary of notice is provided, followed by sample language for LEA to send to parents and guardians,
- Samples have been outlined in both English and Spanish.
- Education Codes are provided in part or entirety for LEA to send to parents and guardians in both English and Spanish.
- Ralph M. Brown Act requires that postings are specified to notify the public that public meetings are being held and discussions or decisions are made as open to public, except where protecting student identification and or confidential medical or personally identifiable information is shared.
- Directions for these required notices are provided to the Local Educational Agency (LEA) and are to be sent to parents and guardians if the particular programs are offered with your LEA.
- Add contact or posting information as indicated in samples provided.

Section Two: SAMPLE FORMS AND NOTICES:

- These notices will need to be created at each LEA according to local policies.
- Samples have been provided in both English and Spanish.
- Email to Marian Chiara for a WORD copy of these forms, as needed:
Chiara_marian@lacoedu
- Add contact or posting information as indicated in samples provided.

Special Thanks:

Elizabeth Cabrera, Maria Guerrero, and Maricela Salgado, LACOE Child Welfare and Attendance Unit, for all the Spanish translations.

Indra Ciccarelli, LACOE Charter Schools, for his assistance in providing the recommendations for charter school selections that are discretionary.

Pamela E. Gibbs and Sam Nasher, LACOE Government Relations Unit, for providing technical assistance regarding current and new legislation.

YELLOW HIGHLIGHTED INFORMATION depicts new notification per latest legislation update.

OPTIONAL notifications are colored in BLUE with “(optional as applicable)” indicated in the title. Use only if the optional notification applies to your LEA policies.

****REMINDER: DO NOT print the RED notes as that is for district and charter school information only, not for parent or guardians. ****

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NOTIFICATION CHANGES FOR 2021-2022 SCHOOL YEAR

Per Legislative Update, December 4, 2020

Below is a list of all the notification changes for the 2021-2022 school year. Please refer to the new laws printed below and throughout in page number and alphabetical order.

If the notifications are intended to be provided to parents or guardians from the LEA, then you will find the new or amended model language provided in both English and Spanish in a boxed frame. New or amended information not provided in the previous printing, has been highlighted.

*Note: If the notification is for District Information ONLY, then that information will be printed in English ONLY. Notes to districts and charter schools is printed in **RED**, small, bold, italicized font for information purposes only and need not be included in the parent notification.*

Avoiding Absences, Written Excuses: Truant Consequences:

AB 901 (Gipson) Notification to inform Parents/Guardians if students who may be identified as “Truant”, a Probation Officer or Deputy District Attorney may conclude that the minor is to be assigned as a ward of the court, if the available community resources do not resolve their continued problem of truancy.

[EC 48263, 48267, 48268, and 48269, WIC 236, 601, 601.3, 653.5, 654, and 651.5]

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California Youth Football Act:

AB 2300 (Cooper) Notification to include the necessity of a licensed medical professional present during football games at home and away from campus.

[HSC 124241]

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Education of Homeless Youth: Postsecondary education: student financial aid: satisfactory progress:

AB 2416 (Cooper) Notification to include the ability for students experiencing homelessness to apply for financial aid when seeking education beyond high school.

[EC 69432.7, 69519, 69731, 69956, 70032, 78220, and 88931]

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YELLOW HIGHLIGHTED INFORMATION depicts new notification per latest legislation update.

Note: If you should have any questions about content or format of this document, please contact Marian Chiara in the LACOE Division of Student Support Services at chiara_marian@lacoed.edu.

****REMINDER: DO NOT print the RED notes as that is for district and charter school information only, not for parents or guardians. ****

Discretionary Parent Notifications for Charter Schools

Note: Some Codes in CA apply to School Districts, but may not apply to Charter Schools – the following list are those codes that the Charter Schools may choose to use or not in their Parent Notifications:

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“(optional)”: These listed subjects that are indicated as optional for school districts are already considered discretionary notifications for charter schools and are not included on the discretionary list for charter schools, except when only partial notification appears to be optional.

YELLOW HIGHLIGHTED INFORMATION depicts new notification per latest legislation update.

Charter schools may operate without requirements for some of the regulations that are imposed upon district schools. Charter schools are accountable for academic results and for upholding the promises made in their charter agreements. SAMPLE FORMS are in Section Two and may be used by Charter Schools and Districts.

If you have any questions regarding Discretionary Charter School Parent Notification selections, please contact Indra Cicarelli at cicarelli_indra@lacoed.edu.

KEY TO CODE AND REGULATION SECTION ABBREVIATIONS

CLAVE PARA LAS ABREVIATURAS DE LA SECCIÓN DE CÓDIGO Y REGLAMENTO

Abbreviation	Complete Title
<i>Abreviatura</i>	<i>Título Completo</i>

EC <i>CE</i>	California Education Code <i>Código de Educación de California</i>
BPC CNP	Business and Professions Code <i>Código de Negocios y Profesiones</i>
CC CC	Civil Code <i>Código Civil</i>
5 CCR <i>5 CRC</i>	Title 5, California Code of Regulations <i>Titulo 5, Código de Reglamentos de California</i>
HSC <i>CSS</i>	California Health and Safety Code <i>Código de Salud y Seguridad de California</i>
LEA <i>AEL</i>	Local Educational Agency <i>Agencia Educativa Local</i>
PC <i>CP</i>	California Penal Code <i>Código Penal de California</i>
VC <i>CV</i>	California Vehicle Code <i>Código de Vehículos de California</i>
WIC <i>CBI</i>	California Welfare and Institutions Code <i>Código de Bienestar e Instituciones de California</i>
34 CFR <i>34 CRF</i>	Title 34, Code of Federal Regulations <i>Titulo 34, Código de Reglamentos Federales</i>
40 CFR <i>40 CRF</i>	Title 40, Code of Federal Regulations <i>Titulo 40, Código de Reglamentos Federales</i>
USC <i>CEEUU</i>	United States Code <i>Código de los Estados Unidos</i>

SECTION ONE:

All Parent/Guardian Notifications are in ALPHABETICAL ORDER. **Note that the BLUE colored notifications are optional, meaning they are not mandated but are recommended or suggested if the LEA should choose to include these notifications as applicable.**

English and Spanish notifications are boxed in framed sections as appropriate. The wording will be unique to each LEA as you will need to fill in specific information described in the notations.

Spanish translation will appear immediately below the English language for notification and will be italicized for emphasis. Notes for what to enter for information within the Spanish portion will be written in English for ease in completing (i.e. name or phone number of who to contact.)

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Acceptable Use of Technology (optional)

Uso Aceptable de Tecnología

Although EC 48980 was amended in 2005, to remove the requirement that school districts annually notify parents or guardians of district policy regarding access by pupils to Internet and on-line sites, it is suggested that such notification still occur.

One of the adopted goals of the _____ School District is to assist in advancing the use of technology to enhance student learning. Access to _____ School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All _____ School District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The _____ School District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

Una de las metas aprobadas del Distrito Escolar de _____ es asistir en el fomento del uso de tecnología para aumentar la enseñanza estudiantil. Acceso a la tecnología del Distrito Escolar de _____ es un privilegio, no es un derecho, y los estudiantes inscritos en los programas y actividades del Distrito deben obedecer los reglamentos y procedimientos del Distrito referente al uso aceptable de tecnología. Todos los estudiantes y sus padres/tutores del Distrito Escolar de _____ firmarán un Contrato de Uso Aceptable de Tecnología antes del uso de los recursos tecnológicos del Distrito. El Distrito Escolar de _____ hará un esfuerzo diligente por trascender contenido inoportuno o pernicioso que está accesible a través del Internet, y los estudiantes también tomarán responsabilidad en no iniciar acceso a contenido inoportuno o pernicioso mientras que usen tecnología del Distrito. Violación de esta norma resultará en acción disciplinaria y la pérdida del privilegio de usar la tecnología y/o obligación civil o criminal.

Advanced Placement & International Baccalaureate Fees –EC 48980(j) (9-12)

Costo para de Cursos Avanzados y del Bachillerato Internacional –CE

48980(j) (9-12)

EC 48980(j): Requires the annual notification to advise the parent or guardian if the school district has obtained state funds to cover the costs of advanced placement examination fees under EC 52244. Note: Although EC 52244 was repealed, there is still the requirement to notify parents and guardians of the availability of funds to cover the cost of examination fees for economically disadvantaged pupils.

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both. Please contact _____ for information.

Los estudiantes elegibles de la preparatoria podrán recibir ayuda económica para cubrir el costo de los exámenes de cursos avanzados o del Bachillerato Internacional, o ambos. Por favor comuníquese con _____ para más información.

Asbestos Management Plan – 40 CFR 763.93

Plan de Manejo de Asbestos – 40 CRF 763.93

Requires the school district, at least once each school year, to notify in writing parent, teacher, and employee organizations of the availability of a complete, updated management plan for asbestos-containing material in school buildings and shall include in the management plan a description of the steps taken to notify such organizations, and a dated copy of the notification.

The _____ School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact ____.

El Distrito Escolar de _____ mantiene información que anualmente pone al día sobre el plan de mantenimiento de los edificios escolares que contienen asbestos. Para una copia del plan de manejo de asbestos, por favor comuníquese con _____.

Attendance Options/Permits – EC 35160.5(b), 48200, 46600, 48980(g)

Opciones de Asistencia/Permisos – CE 35160.5(b), 48200, 46600, 48980(g)

Students between ages 6-18 shall attend school where they reside according to compulsory education. If a parent chooses to enroll at age 5 for kindergarten, or younger than age 5 for transitional kindergarten or early enrollment, then they too are to follow the laws of residency for those who are enrolled before age 6. We recommend that parents know that upon enrollment, the student is expected to be in attendance to access the curriculum offered every day, on time. If not in agreement, the parents may choose child care or pre-school, until the child obtains 6 years of age.

EC 48980(g): Requires the annual notification to advise parents or guardians of all existing statutory attendance options and local attendance options available in the school district, including all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. Indicate the options on the local webpage and in print if requested by parent or guardian. Sample language below is a minimum requirement.

Notification to include a description of all options, a description of the procedure for application to alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance.

Notification to also include an explanation of the existing statutory attendance options including, but not limited to, those available under EC 35160.5, 46600 et seq., 48204(b), 48300 et seq., and 48350 et seq. Be sure to include the ability to appeal through the County Office of Education for interdistrict appeals within 30 days of the final denial.

Compulsory Education: Compulsory Education law states that students must enroll in school in the school district in which the residence of either the parent or legal guardian is located. If a parent is seeking a change in a public district outside of the resident district, then an interdistrict permit is required. Exceptions are for charter school, home school or other private school enrollments, and other online charter school options.

Residency: A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. Students in military and migrant families may remain in their school of origin and shall have waived residency restrictions due to the frequency of movement of their families. Connect with the enrollment office at _____ for more information on the protections afforded these students per California laws.

Interdistrict: An interdistrict agreement is signed by both the releasing and accepting districts. When denied, there are appeal processes according to the local district policies. The education rights holder may appeal to their County Office of Education for an appeal process within 30 days of a final denial from either district.

The parent or legal guardian of a pupil may seek release from the school district of residence to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions

for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled. A student who has completed grade 10 by June 30, may remain enrolled within the district of enrollment through grades 11 and 12 without any revocation from the desired district, and must be treated the same as any other resident student. Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer. Nor may a district prohibit an interdistrict permit release when no intradistrict permit options are available to a victim of bullying. A “victim of an act of bullying” means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. “Bullying” means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

A student who is appealing a decision for an interdistrict permit approval through the County Office of Education may be eligible for provisional admission to the desired district in grades TK through 12, while continuing through the process of appeal, if space is made available by the desired district, not to exceed two months.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Interdistrict permits shall not be denied for release from district of residence, but may require the same entrance requirements from desired districts. For active military families, pending transfer orders, may have ten days to produce documents after the family has relocated. Once orders are in writing, they may be forwarded to the intended resident district or charter to start the enrollment process and avoid delays. Coursework and graduation requirements are exempted for children of active military.

Each school district shall post their interdistrict policy agreements and local district caps on their district and/or school websites. Reasons for approval and denial of interdistrict transfer requests must be updated on the district website according to board policies. The County appeals process will be offered with the final denial in writing by the school district. The County appeal process may take up to a maximum of two months. If you have any questions about the interdistrict process, please call the district office at _____ or call the County Office at 562-922-6233.

Intradistrict: Residents of the school district may apply to other schools that serve the same grade levels within the district. *[Insert information regarding the process, including, but not limited to, timelines, application requirements, priority enrollment, and criteria for selection.]* No pupil who currently resides in the attendance area of a school can be displaced by pupils transferring from outside the attendance area. Students who are a victim of bullying shall be allowed an intradistrict permit to transfer if space is available at the same grade level. If there is no “intra-district” space to attend, the student may seek an “inter-district” permit to another district without any delay in release from the home district, but it does not guarantee

entrance to an outside district. The process to enter another school district will be according to the desired district's transfer policies. A "victim of an act of bullying" means a pupil that has been determined to have been a victim of bullying by an investigation pursuant to the complaint process described in Section 234.1 and the bullying was committed by any pupil in the school district of residence, and the parent of the pupil has filed a written complaint regarding the bullying with the school, school district personnel, or a local law enforcement agency. "Bullying" means any severe or pervasive physical or verbal communication made in writing or by means of an electronic act directed toward one or more pupils that results in placing a reasonable person in fear of harm of self or property. It may cause a substantially detrimental effect on physical or mental health, interfere with academic performance or the ability to participate in or benefit from the services, activities, or privileges provided by a school, and may be done in person or online. Bullying may be exhibited in the creation or transmission of bullying online, on or off the school site, by telephone or other device in a message, text, sound, video, or image in a post on a social network internet website or burn page that creates a credible impersonation of another student knowingly and without consent for the purpose of bullying. Sharing or forwarding messages contributes to the act of bullying.

Educación Obligatoria: *La ley de educación obligatoria establece que los estudiantes deben inscribirse en la escuela en el distrito escolar en el que se encuentra la residencia del padre o tutor legal. Si un padre está buscando un cambio en un distrito público fuera del distrito de residencia, entonces se requiere un permiso interdistrital. Las excepciones son para las inscripciones en escuelas autónomas, escuelas en el hogar u otras escuelas privadas, y otras opciones de escuelas autónomas en línea.*

Un acuerdo entre distritos es firmado por los distritos liberadores y aceptantes. Cuando se niega, hay procesos de apelación de acuerdo con las políticas del distrito local. El titular de los derechos educativos puede apelar a la Oficina de Educación de su condado para un proceso de apelación dentro de los 30 días posteriores a la denegación final de cualquiera de los distritos.

Residencia: *Un alumno puede cumplir alternativamente con los requisitos de residencia para asistencia escolar en un distrito escolar, si él o ella es cualquiera de los siguientes: ubicado en un hogar adoptivo o institución licenciada de niños dentro de los límites del distrito escolar de acuerdo con un compromiso de ubicación bajo el Código de Bienestar e Instituciones; un alumno que es un hijo de crianza que permanece en su escuela de origen; un alumno emancipado que reside dentro de los límites del distrito escolar; un alumno que vive en el domicilio de un adulto que proporcione el cuidado que esté localizado dentro de los límites del distrito escolar; o un alumno que reside en un hospital estatal localizado dentro de los límites del distrito; o un alumno cuyo padre es transferido o está pendiente de transferir a una instalación militar dentro del estado mientras está en servicio militar activo de conformidad con una orden militar oficial. Los estudiantes de familias militares y migrantes pueden permanecer en su escuela de origen y deben haber renunciado a las restricciones de residencia debido a la frecuencia del movimiento de sus familias. Comuníquese con la oficina de inscripción en _____ para obtener más información sobre las protecciones que ofrecen estos estudiantes según las leyes de California.*

Interdistrital: *El padre o tutor legal de un alumno puede solicitar un permiso de salida de su distrito escolar de residencia para asistir a una escuela en cualquier otro distrito escolar. Los distritos escolares pueden firmar un contrato para el traslado interdistrital de uno o más alumnos por un período de hasta cinco años. El contrato debe especificar los términos y las condiciones para aprobar o denegar traslados, y puede contener normas para volver a solicitar y especificar los términos y las condiciones bajo las cuales puede revocarse un permiso. A menos que se especifique lo contrario en el contrato, un alumno no tendrá que volver a solicitar un traslado interdistrital y la mesa directiva del distrito escolar de inscripción debe permitir al alumno a seguir asistiendo a la escuela en la que está inscrita.*

El estudiante que haya completado el décimo grado a partir del 30 de junio, puede inscribirse dentro del distrito de inscripción durante los grados once y doce sin revocación del distrito deseado, y debe ser tratado como cualquier otro estudiante residente.

Independientemente de si existe un acuerdo o se emitió un permiso, el distrito escolar de residencia no puede prohibir la transferencia de un alumno que es hijo de un padre de servicio militar activo a un distrito escolar de inscripción propuesta si ese distrito aprueba la solicitud de transferencia. Tampoco puede un distrito prohibir la liberación de un permiso entre distritos (interdistrital) cuando no hay opciones de permisos dentro del distrito (intradistrital) disponibles para una víctima de acoso escolar. Una "víctima de un acto de intimidación" significa un alumno que se ha determinado que ha sido víctima de intimidación mediante una investigación de conformidad con el proceso de quejas descrito en la Sección 234.1 y la intimidación fue cometida por cualquier alumno en el distrito escolar de residencia, y el padre del alumno ha presentado una queja por escrito con respecto a la intimidación ante la escuela, el personal del distrito escolar o una agencia local de aplicación de la ley. A los estudiantes que sean víctimas de acoso escolar se les permitirá un permiso dentro del distrito (intradistrital) para transferirse si hay espacio disponible en el mismo nivel de grado dentro del mismo distrito escolar "Acoso escolar" significa cualquier comunicación física o verbal severa o generalizada hecha por escrito o por medio de un acto electrónico dirigido a uno o más alumnos que resulta en colocar a una persona razonable por temor a daño propio o de propiedad. Puede causar un efecto sustancialmente perjudicial en la salud física o mental, interferir con el rendimiento académico o la capacidad de participar o beneficiarse de los servicios, actividades o privilegios proporcionados por una escuela, y puede hacerse en persona o en línea. La intimidación se puede exhibir en la creación o transmisión de la intimidación en línea, dentro o fuera del sitio escolar, por teléfono u otro dispositivo en un mensaje, texto, sonido, video o imagen en una publicación en un sitio web de Internet de una red social o una página de grabación que crea una suplantación creíble de otro estudiante a sabiendas y sin consentimiento con el propósito de intimidación. Compartir o reenviar mensajes contribuye al acto de intimidación.

Un estudiante que está apelando la decisión de aprobación de un permiso interdistrital a través de la Oficina de Educación del Condado puede ser elegible para matriculación provisional al distrito deseado en los grados kindergarten transitorio hasta el doce, mientras continua el proceso de apelación, y si es que el espacio está disponible dentro del distrito deseado, no debe exceder más de dos meses.

Un alumno que ha sido determinado por el personal del distrito escolar de residencia o de inscripción propuesta haber sido víctima de un acto de acoso, como se define en CE 48900(r), deberá, a petición del padre o el tutor legal, darse prioridad para asistencia interdistrital bajo cualquier acuerdo que existe o, en ausencia de un acuerdo, consideración adicional para la creación de un acuerdo de asistencia interdistrital.

Los permisos interdistritales no se negarán para dar de baja a un estudiante de su distrito de residencia, pero pueden requerir los mismos requisitos de entrada de los distritos deseados. Para familias militares activas, órdenes de transferencia pendientes, pueden tener diez días para presentar documentos después de que la familia se haya reubicado. Una vez que los pedidos están por escrito, pueden enviarse al distrito de residencia previsto o a la escuela autónoma para iniciar el proceso de inscripción y evitar retrasos. Los requisitos de trabajo de curso y graduación están exentos para los hijos de militares activos.

Cada distrito escolar debe publicar sus acuerdos de póliza interdistrital y límites locales de distrito en su página web del distrito y / o escuela. Las razones para la aprobación y denegación de solicitudes de transferencia interdistrital deben actualizarse en la página web del distrito de acuerdo con las políticas de la mesa directiva. El proceso de apelaciones del Condado se ofrecerá con la denegación final hecho por escrito por el distrito escolar. El proceso de apelación del Condado puede llevar acabo hasta un máximo de dos meses. Si tiene alguna pregunta sobre el proceso interdistrital, llame a la oficina del distrito al _____ o llame a la oficina del condado al 562-922-6233.

Intradistrital: *Los residentes del distrito escolar pueden aplicar a otras escuelas que sirven los mismos niveles de grado dentro del distrito. [Insert information regarding the process, including, but not limited to, timelines, application requirements, priority enrollment, and criteria for selection.] Ningún alumno que corrientemente reside en el área de asistencia de una escuela puede ser desplazado por alumnos que se trasladan desde fuera del área de asistencia. A los estudiantes que sean víctimas de acoso escolar se les permitirá un permiso dentro del distrito (intradistrital) para transferirse si hay espacio disponible en el*

mismo nivel de grado dentro del mismo distrito escolar. Si no hay espacio "dentro del distrito" para asistir, el estudiante puede solicitar un permiso "entre distritos" a otro distrito sin demora en la liberación del distrito de origen, pero no garantiza la entrada a un distrito externo. El proceso para ingresar a otro distrito escolar se realizará de acuerdo con las políticas de transferencia del distrito deseado. Una "víctima de un acto de intimidación" significa un alumno que se ha determinado que ha sido víctima de intimidación mediante una investigación de conformidad con el proceso de quejas descrito en la Sección 234.1 y la intimidación fue cometida por cualquier alumno en el distrito escolar de residencia, y el padre del alumno ha presentado una queja por escrito con respecto a la intimidación ante la escuela, el personal del distrito escolar o una agencia local de aplicación de la ley. "Acoso escolar" significa cualquier comunicación física o verbal severa o generalizada hecha por escrito o por medio de un acto electrónico dirigido a uno o más alumnos que resulta en colocar a una persona razonable por temor a daño propio o de propiedad. Puede causar un efecto sustancialmente perjudicial en la salud física o mental, interferir con el rendimiento académico o la capacidad de participar o beneficiarse de los servicios, actividades o privilegios proporcionados por una escuela, y puede hacerse en persona o en línea. La intimidación se puede exhibir en la creación o transmisión de la intimidación en línea, dentro o fuera del sitio escolar, por teléfono u otro dispositivo en un mensaje, texto, sonido, video o imagen en una publicación en un sitio web de Internet de una red social o una página de grabación que crea una suplantación creíble de otro estudiante a sabiendas y sin consentimiento con el propósito de intimidación. Compartir o reenviar mensajes contribuye al acto de intimidación.

Note:

There are other means of establishing residency according to California law including: placement in a licensed foster home, group home, or through court emancipation, living with a caregiver, in a state hospital, or living at place of parent or guardian's employment at least three days per week. The district may establish student residency as long as parent remains employed within boundaries of the district for a minimum of ten hours. These are established residencies and not guided by interdistrict permit laws; therefore, these students' enrollments may not be revoked, the residency is established according to each district or charter school's board approved policy.

Students who qualify as migrant or active military have matriculation rights similar to those for homeless and foster youth. Students who no longer qualify as migrant or active military in grades K-8 may remain until the end of the current school year; student in high school may remain through graduation.

EC 48204.1

Documentation accepted for proof of residency is determined by the district or charter which may include any of the following according to the law: property tax, rental contract/lease, utilities, pay stubs, voter registration, any government agency correspondence, or a signed and dated declaration of residency. There is no need to request parents or guardians to produce all of these documents. There shall not be any cost to the family to obtain any residency verification documents. Each policy will be provided according to the LEA board approved and posted information.

EC 48204.2

Residency investigation policies and postings are to be available in print to parents and posted prominently on the district or charter web page.

EC 48204.3

For active military families, pending transfer orders, may have ten days to produce documents after the family has relocated. Once orders are in writing, they may be forwarded to the intended resident district or charter to start the enrollment process and avoid delays.

EC 48204.4

The pupil has a parent/guardian who was a resident of California and was forced to depart against his or her will and the pupil had to move outside of the state. The parent/guardian may designate an adult to attend school meetings and serve as an emergency contact.

EC 48204.6

Interdistrict permits shall not be denied for release from district of residence, but may require the same entrance requirements from desired districts. For active military families, pending transfer orders, may have ten days to produce documents after the family has relocated. Once orders are in writing, they may be forwarded to the intended resident district or charter to start the enrollment process and avoid delays. Coursework and graduation requirements are exempted for children of active military.

EC 48204.7

Requires every local education agency to ensure parents of migrant pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children.

Notification may address:

- 1. Circumstances for eligibility, according to migrant student eligibility status and permanent housing obtained timelines.*
- 2. For students in grades 1-8, the migrant student may complete the duration of the school year, if permanent residency is obtained.*
- 3. For students in grades 9-12, the migrant student may continue through graduation regardless of permanent residency obtained.*
- 4. If students should migrate during times of matriculation, the migrant students may attend school with peers at the next school grade level and location.*
- 5. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.*
- 6. Right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).*
- 7. Right to be notified of possibility of graduating within four years with reduced state requirements, if the migrant student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.*
- 8. Right for district to accept partial credits for courses that have been satisfactorily completed by the migrant student.*

Notice of educational rights of migrant children must be disseminated at places where children receive services, such as schools, shelters, and migrant centers.

Attendance Options/Permits: Employment in Lieu of Residency-EC 48204 (b)(1) (optional as applicable)

Opciones de Asistencia/Permisos: Empleo en lugar de residencia- CE 48204 (b)(1)

Note: Contains amendments and additions to the Education Codes related to the requirements and procedures for districts that opt to be a district of choice and must do so through LEA Board approval. (Formerly referred to as Allen Bill).

Some school districts may choose to accept employment in lieu of residency. A school district allows a student to have complied with the residency requirements for school attendance in the district if at least one parent/guardian of the pupil is physically employed within the boundaries of that district for a minimum of ten hours during the school week. Once admitted to residency, the pupil's transfer may be revoked only if the parent ceases to be employed within the boundaries of the district. As a resident, the student does not have to re-apply for the transfer to be valid.

Algunos distritos escolares pueden optar por aceptar empleo en lugar de residencia. Un distrito escolar permite que un estudiante haya cumplido con los requisitos de residencia para asistir a la escuela en el distrito si al menos uno de los padres / tutores del alumno está empleado físicamente dentro de los límites de ese distrito por un mínimo de diez horas durante la semana escolar. Una vez admitido a la residencia, la transferencia del alumno puede ser revocada solo si el padre deja de ser empleado dentro de los límites del distrito. Como residente, el estudiante no tiene que volver a solicitar la transferencia para que sea válida.

Attendance Options/Permits: District of Choice - EC 48300 and 48507 (optional as applicable) Opciones de Asistencia/Permisos: Distrito de Elección – CE 48300 y 48507

Note: Contains amendments and additions to the Education Codes related to the requirements and procedures for a District of Choice, and extends the sunset to July 1, 2023. The districts that opt to be a district of choice have to do so through LEA Board approval and are required to inform CDE and their COE as well as submit prescribed information annually.

Some school districts may choose to become a district of choice. A school board that elects to operate the school district as a district of choice must determine the number of transfers it is willing to accept and shall accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall make sure that students are selected through an unbiased and random process that does not take into consideration his or her academic or athletic performance, physical condition, proficiency in English, family income, ethnicity, primary language, literacy, special needs, or any of the individual characteristics listed in Section 200. The parent of a pupil requesting to transfer must submit an application to the school district of choice no later than January 1 of the school year preceding the school year for which the student wishes to transfer. The parent shall be notified in writing by February 15 if the student was provisionally accepted, rejected, or placed on a waiting list for the next school year. A modified application process is available for children of relocated military personnel.

Algunos distritos escolares pueden optar por convertirse en un distrito de elección. Una junta escolar que elige operar el distrito escolar como un distrito de elección debe determinar el número de traslados que está dispuesto a aceptar y aceptará a todos los alumnos que apliquen para un traslado hasta que el distrito escolar esté al máximo de su capacidad. El distrito escolar de elección se asegurará de que los estudiantes sean seleccionados a través de un proceso imparcial y aleatorio que no tenga en cuenta su rendimiento académico o deportivo, condición física, habilidad en inglés, ingreso familiar, origen étnico, idioma, alfabetización, necesidades especiales o alguna de las características individuales enumeradas en la sección 200. El padre de un alumno solicitando un traslado deberá presentar una solicitud al distrito escolar de elección para el 1º de enero del año escolar anterior al año escolar en cual el alumno desea trasladarse. El padre será notificado por escrito para el 15 de febrero avisándole si el estudiante fue provisionalmente aceptado, rechazado o puesto en una lista de espera para el próximo año escolar. Un proceso de aplicación modificada está disponible para hijos de personal militar reubicada.

Availability of Prospectus – EC 49063, 49091.14

Disponibilidad de Prospecto – CE 49063, 49091.14

Requires each school to compile annually a prospectus of the curriculum including titles, descriptions and instructional aims of every course offered by the school. Prospectus to be reproduced and made available, upon request by parent or guardian, for inspection.

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact _____ for a copy of the prospectus.

Cada escuela debe compilar anualmente un prospecto del plan de estudios incluyendo títulos, descripciones y propósitos de enseñanza para cada curso ofrecido por la escuela. Por favor comuníquese con _____ para una copia del prospecto.

Avoiding Absences, Written Excuses

Evitando Ausencias, Excusas Escritas

School districts may consider informing parents of the importance of regular attendance for TK, K, and grades 1-12:

_____ School District urges parents to make sure their children attend school regularly and to schedule medical, dental, counseling and other appointments after school, on the weekend if possible or during school holidays. The district also asks that travel or other absences be avoided during the time that school is in session.

The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are recorded as unexcused.

El Distrito Escolar insta a los padres a asegurarse de que sus hijos asistan a la escuela con regularidad y programar citas médicas, dentales, de consejería y otras citas después de la escuela, los fines de semana si es posible o durante las vacaciones escolares. El distrito también pide que se eviten viajes u otras ausencias durante el tiempo que la escuela está en sesión.

La más alta el porcentaje de la asistencia diaria del distrito, lo más aprenderá un estudiante y el distrito escolar recibirá más fondos del estado para la enseñanza en el salón y programas académicos. El calendario escolar está concebido para reducir problemas para familias que planean viajes alrededor de vacaciones tradicionales, y de ese modo reducir las ausencias de los estudiantes. Siguiendo una ausencia, un estudiante está requerido traer una excusa escrita de la casa cuando regrese a la escuela. Enfermedades, y citas médicas y con el dentista se consideran ausencias justificadas. Las ausencias sin una excusa escrita serán documentadas como ausencias sin justificación.

Tardiness: EC 48260 (a)

Tardanza: CE 48260 (a)

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. A student will be classified as truant if they are tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year.

Los niños/as deben ser alentados a ser puntuales como parte del desarrollo de buenos hábitos. Se espera que lleguen a la escuela a tiempo. Si un niño/a llega tarde, el niño/a debe traer una excusa de su hogar a la oficina escolar. Un estudiante será clasificado como ausente si llega tarde o está ausente por más de un periodo de 30-minutos durante el día escolar sin una excusa valida en tres ocasiones en un año escolar.

Truancy Definitions – EC 48260, 48262 and 48263.6:

Definición de un Estudiante que Falta a la Escuela sin Justificación – CE 48260, 48262 y 48363.6:

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Se considera que un estudiante ha faltado a la escuela sin justificación (conocido en inglés como “truant”) después de tres ausencias o tres tardanzas por más de 30 minutos cada vez o cualquier combinación de los mismos y las ausencias o tardanzas no son justificadas. Después de que un estudiante ha sido reportado como “truant” tres o más veces en un año escolar y el distrito ha hecho un esfuerzo consciente para reunirse con la familia, el estudiante se considera un “truant” habitual. Un estudiante que está ausente de la escuela sin justificación válida por 10% o más de los días de un año escolar, desde la fecha de inscripción a la fecha actual, se considera un “truant” crónico. Ausencias sin justificación son ausencias que no caen dentro del CE 48205.

Arrest of Truants/School Attendance Review Boards: EC 48263 and 48264

Detención de “Truants” /Consejo de Revisión de Asistencia Escolar: CE 48263 y 48264

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB).

El supervisor de asistencia escolar, administrador o designado escolar, un oficial de paz o un oficial de libertad condicional puede detener o asumir la custodia temporal durante el horario escolar de cualquier menor de edad que se encuentra fuera de su casa y que está ausente de la escuela sin justificación válida dentro del condado, ciudad o distrito escolar. Un estudiante que es un “truant” habitual podrá ser referido al Consejo de Revisión de Asistencia Escolar (conocido en inglés como “Student Attendance Review Board - SARB”)

Truant Consequences – EC 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3, 653.5, 654, and 651.5

Consecuencias de absentismo escolar– CE 60901 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3, 653.5, 654, and 651.5

Any student who is identified as “Truant” may be assigned as a ward of the court, if the available community resources do not resolve the students’ continued problem of truancy, by a Probation Officer or Deputy District Attorney.

Cualquier estudiante que sea identificado como “ausente sin permiso” puede ser asignado como tutela judicial/tutela de los tribunales, si los recursos comunitarios disponibles no resuelven problema continuo de absentismo escolar, por un agente de libertad condicional o un asistente del fiscal del distrito.

Chronic Absenteeism – EC 60901

Ausentismo Crónico – CE 60901

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

A un estudiante se le considera como un ausente crónico cuando él/ella está ausente el 10% o más de los días escolares en un año escolar, desde la fecha de matriculación a la fecha actual. El ausentismo crónico incluye todas las ausencias – con excusa o sin excusa – y es una medida importante porque las ausencias excesivas afectan negativamente el rendimiento y compromiso académico del estudiante.

Before and After School Programs – EC 8482.6, 8483, 8483.1

Programas antes y después de la escuela - CE 8482.6, 8483, 8483.1

The After School Education and Safety Program serves pupils in kindergarten through grade 9 at participating public schools, including charter schools. The grades served by the program at participating schools may be determined by local needs. Programs that charge family fees shall not charge for a child who is homeless or in foster care. In any before or after school program, first priority for enrollment goes to pupils who are identified by the program as homeless at the time they apply or at any time during the school year, and pupils who are identified by the program as being in foster care; second priority in programs serving middle and junior high school pupils goes to those who attend daily. The program must inform the parent or caregiver of a pupil of the right of homeless and foster children to receive priority enrollment and how to request priority enrollment.

The After School Education and Safety Program serves pupils in _____ (indicate grades) at participating schools _____ (indicate schools) Programs that charge family fees shall not charge for a child who is homeless or in foster. The homeless and foster students are also moved to the top of the waiting list. This is how to request priority enrollment, please contact our liaison _____ (provide contact information).

El Programa de Educación y Seguridad Después de Clases sirve a los alumnos en _____ (indicate grades) en las escuelas participantes _____ (indicate schools) Los programas que cobran cuotas familiares no cobrarán por un niño sin hogar o en crianza. Los estudiantes sin hogar y de crianza también se mueven a la parte superior de la lista de espera. Así es como solicitar la inscripción prioritaria, comuníquese con nuestro enlace _____ (provide contact information).

Bilingual Education – EC 52173; 5 CCR 11303

Educación Bilingüe - CE 52173; 5 CRC 11303

Requires the school district to provide parents and guardians an opportunity for consultation prior to placement of child in a program of bilingual education. Requires notification, by mail or in person, to inform parents and guardians: 1) in a simple, nontechnical description of purposes, method, and content of the program; 2) that they have the right and are encouraged to visit classes and to come to the school for a conference to explain the nature and objectives of bilingual education; 3) of their right not to have their child enrolled in such a program; and 4) of the opportunity to participate in the school or school district advisory committee, or both. Written notice shall be provided in English and the primary language of the pupil.

Bilingual education serves pupils in _____ (indicate grades) at participating schools _____ (indicate schools) Parents must give permission for their child to participate. For more information, please contact our bilingual education office _____ (provide contact information).

La educación bilingüe sirve a los alumnos en _____ (indicate grades) en las escuelas participantes _____ (indicate schools) Los padres deben dar permiso para que su hijo participe. Para obtener más información, comuníquese con nuestra oficina de educación bilingüe _____ (provide contact information).

Cal Grant Program – EC 69432.9 (9-12)

Programa de Cal Grant – CE 69432.9 (9-12)

By January 1st of a pupil's grade 11 academic year, a school district or charter school must provide written notice to each grade 11 pupil and, for a pupil under 18 years of age, his or her parent or guardian that the pupil will be automatically deemed a Cal Grant applicant unless the pupil opts out. The deadline to opt out must not be less than 30 days from the date of the notice. Until a pupil turns 18 years of age, only a parent or guardian may opt the pupil out. Once a pupil turns 18 years of age, only the pupil may opt himself or herself out and, if prior to the conclusion of the notice period, the pupil may opt in over the prior decision of a parent or guardian to opt out. The notice must indicate when the school will first send grade point averages to the Student Aid Commission and the submission deadline of October 1. (See SAMPLE form provided in Section 5) The March 2 application deadline may be extended up to 30 calendar days when requested by students impacted by natural disaster, state of emergency, labor action, or any other commission approval of "qualifying event".

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that he or she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent or guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself or herself out, and can opt in if the parent or guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11th grade year.

Las becas Cal Grant es dinero para la Universidad que no tiene que ser devuelto. Para calificar, el estudiante tiene que cumplir con los requisitos financieros y de elegibilidad como también con el requisito de promedio mínimo (GPA). Las becas Cal Grant pueden ser utilizadas en cualquier Universidad de California, la Universidad Estatal de California o Colegio Comunitario de California. Algunas universidades independientes o escuelas técnicas en California también aceptan las becas Cal Grant.

Con el fin de ayudar a los estudiantes a aplicar para ayuda financiera, todos los estudiantes en el grado 12 automáticamente se consideran como un solicitante Cal Grant y el GPA de cada estudiante en el grado 12 será sometido antes del 1 de octubre a la Comisión de Ayuda Estudiantil de California (CASC) electrónicamente por un funcionario del distrito escolar o la escuela. Un estudiante o el padre o tutor legal de un estudiante menor de 18 años de edad, pueden completar un formulario para indicar que él o ella no desea que su GPA sea enviado al CASC. Una vez que el estudiante cumpla los 18 años de edad, solo el estudiante puede optar a sí mismo/a, y puede optar si el padre o tutor legal había decidido previamente de optar por el estudiante. La notificación con respecto a CASC y la oportunidad de optar por no ser automáticamente considerada un solicitante Cal Grant se proporcionará a todos los estudiantes y sus padres o tutores antes del 1 de enero del grado 11 de los estudiantes.

California Healthy Youth Act – EC 51930-51939

Ley de Juventud Sana de California – CE 51930-51939

At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor the sexual education curriculum and the right to opt out. Charter schools started to offer sexual education as of the 2019-20 school year. The curriculum has been expanded to include information on human trafficking and how social media, mobile devices, and websites are used to groom and promote sexual activities as a warning to students in grades 7 to 12.

Requires the school district at the beginning of each school year, or at the time of the student's enrollment, if different, to notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV prevention education and research on pupil health behaviors and risks planned for the coming year. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered. Provides that a parent or guardian has the right to excuse their child from participation in all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt out") process.

EC 51930. Purpose

- (a) This chapter shall be known, and may be cited, as the California Healthy Youth Act.
- (b) The purposes of this chapter are as follows:

- (1) To provide pupils with the knowledge and skills necessary to protect their sexual and reproductive health from HIV and other sexually transmitted infections and from unintended pregnancy.
- (2) To provide pupils with the knowledge and skills they need to develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.
- (3) To promote understanding of sexuality as a normal part of human development.
- (4) To ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction and provide educators with clear tools and guidance to accomplish that end.
- (5) To provide pupils with the knowledge and skills necessary to have healthy, positive, and safe relationships and behaviors.

EC 51931. Definitions

For the purposes of this chapter, the following definitions apply:

- (a) “Age appropriate” refers to topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.
- (b) “Comprehensive sexual health education” means education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections.
- (c) “English learner” means a pupil as described in subdivision (a) of Section 306.
- (d) “HIV prevention education” means instruction on the nature of human immunodeficiency virus (HIV) and AIDS, methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS.
- (e) “Instructors trained in the appropriate courses” means instructors with knowledge of the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases.
- (f) “Medically accurate” means verified or supported by research conducted in compliance with scientific methods and published in peer-reviewed journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the federal Centers for Disease Control and Prevention, the American Public Health Association, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.
- (g) “School district” includes county boards of education, county superintendents of schools, the California School for the Deaf, and the California School for the Blind.

EC 51932. Exclusions from application of chapter

- (a) This chapter does not apply to description or illustration of human reproductive organs that may appear in a textbook, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education as defined in Section 51931.
- (b) This chapter does not apply to instruction, materials, presentations, or programming that discuss gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, relationships, or family and do not discuss human reproductive organs and their functions.

EC 51933. Instructional and material requirements

All comprehensive sexual health education and HIV prevention education pursuant to Section 51934, whether taught or supplemented by school district personnel or by outside consultants or guest speakers pursuant to Section 51936, shall satisfy all of the following criteria:

- (a) Instruction and materials shall be age appropriate.
- (b) All factual information presented shall be medically accurate and objective.
- (c) All instruction and materials shall align with and support the purposes of this chapter as set forth in paragraphs (1) to (5), inclusive, of subdivision (b) of Section 51930 and may not be in conflict with them.
- (d) (1) Instruction and materials shall be appropriate for use with pupils of all races, genders, sexual orientations, and ethnic and cultural backgrounds, pupils with disabilities, and English learners.

- (2) Instruction and materials shall be made available on an equal basis to a pupil who is an English learner, consistent with the existing curriculum and alternative options for an English learner pupil as otherwise provided in this code.
- (3) Instruction and materials shall be accessible to pupils with disabilities, including, but not limited to, the provision of a modified curriculum, materials and instruction in alternative formats, and auxiliary aids.
- (4) Instruction and materials shall not reflect or promote bias against any person on the basis of any category protected by Section 220.
- (5) Instruction and materials shall affirmatively recognize that people have different sexual orientations and, when discussing or providing examples of relationships and couples, shall be inclusive of same-sex relationships.
- (6) Instruction and materials shall teach pupils about gender, gender expression, gender identity, and explore the harm of negative gender stereotypes.
- (e) Instruction and materials shall encourage a pupil to communicate with his or her parents or guardians, and other trusted adults about human sexuality and provide the knowledge and skills necessary to do so.
- (f) Instruction and materials shall teach the value of and prepare pupils to have and maintain committed relationships such as marriage.
- (g) Instruction and materials shall provide pupils with knowledge and skills they need to form healthy relationships that are based on mutual respect and affection, and are free from violence, coercion, and intimidation.
- (h) Instruction and materials shall provide pupils with knowledge and skills for making and implementing healthy decisions about sexuality, including negotiation and refusal skills to assist pupils in overcoming peer pressure and using effective decision-making skills to avoid high-risk activities.
- (i) Instruction and materials may not teach or promote religious doctrine.

EC 51934. Instruction for pupils in grades 7 through 12

(a) Each school district shall ensure that all pupils in grades 7 to 12, inclusive, receive comprehensive sexual health education and HIV prevention education from instructors trained in the appropriate courses. Each pupil shall receive this instruction at least once in junior high or middle school and at least once in high school. This instruction shall include all of the following:

- (1) Information on the nature of HIV, as well as other sexually transmitted infections, and their effects on the human body.
- (2) Information on the manner in which HIV and other sexually transmitted infections are and are not transmitted, including information on the relative risk of infection according to specific behaviors, including sexual activities and injection drug use.
- (3) Information that abstinence from sexual activity and injection drug use is the only certain way to prevent HIV and other sexually transmitted infections and abstinence from sexual intercourse is the only certain way to prevent unintended pregnancy. This instruction shall provide information about the value of delaying sexual activity while also providing medically accurate information on other methods of preventing HIV and other sexually transmitted infections and pregnancy.
- (4) Information about the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods that prevent or reduce the risk of contracting HIV and other sexually transmitted infections, including use of antiretroviral medication, consistent with the federal Centers for Disease Control and Prevention.
- (5) Information about the effectiveness and safety of reducing the risk of HIV transmission as a result of injection drug use by decreasing needle use and needle sharing.
- (6) Information about the treatment of HIV and other sexually transmitted infections, including how antiretroviral therapy can dramatically prolong the lives of many people living with HIV and reduce the likelihood of transmitting HIV to others.
- (7) Discussion about social views on HIV and AIDS, including addressing unfounded stereotypes and myths regarding HIV and AIDS and people living with HIV. This instruction shall emphasize that successfully treated HIV-positive individuals have a normal life expectancy, all people are at some risk of contracting HIV, and the only way to know if one is HIV-positive is to get tested.

(8) Information about local resources, how to access local resources, and pupils' legal rights to access local resources for sexual and reproductive health care such as testing and medical care for HIV and other sexually transmitted infections and pregnancy prevention and care, as well as local resources for assistance with sexual assault and intimate partner violence.

(9) Information about the effectiveness and safety of all FDA-approved contraceptive methods in preventing pregnancy, including, but not limited to, emergency contraception. Instruction on pregnancy shall include an objective discussion of all legally available pregnancy outcomes, including, but not limited to, all of the following:

(A) Parenting, adoption, and abortion.

(B) Information on the law on surrendering physical custody of a minor child 72 hours of age or younger, pursuant to Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.

(C) The importance of prenatal care.

(10) Information about sexual harassment, sexual assault, sexual abuse, and human trafficking. Information on human trafficking shall include both of the following:

(A) Information on the prevalence, nature, and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance.

(B) Information on how social media and mobile device applications are used for human trafficking.

(11) Information about adolescent relationship abuse and intimate partner violence, including the early warning signs thereof.

(b) A school district may provide optional instruction, as part of comprehensive sexual health education and HIV prevention education, regarding the potential risks and consequences of creating and sharing sexually suggestive or sexually explicit materials through cellular telephones, social networking Internet Web sites, computer networks, or other digital media.

(c) A school district may provide comprehensive sexual health education or HIV prevention education consisting of age-appropriate instruction earlier than grade 7 using instructors trained in the appropriate courses. A school district that elects to offer comprehensive sexual health education or HIV prevention education earlier than grade 7 may provide age appropriate and medically accurate information on any of the general topics contained in paragraphs (1) to (11), inclusive, of subdivision (a).

EC 51935. HIV prevention education; development through regional planning, joint powers agreements or contract services

(a) A school district shall cooperatively plan and conduct in-service training for all school district personnel that provide HIV prevention education, through regional planning, joint powers agreements, or contract services.

(b) In developing and providing in-service training, a school district shall cooperate and collaborate with the teachers of the district who provide HIV prevention education and with the department.

(c) In-service training shall be conducted periodically to enable school district personnel to learn new developments in the scientific understanding of HIV. In-service training shall be voluntary for school district personnel who have demonstrated expertise or received in-service training from the department or federal Centers for Disease Control and Prevention.

(d) A school district may expand HIV in-service training to cover the topic of comprehensive sexual health education in order for school district personnel who provide comprehensive sexual health education to learn new developments in the scientific understanding of sexual health.

EC 51936. Outside consultants and guest speakers

School districts may contract with outside consultants or guest speakers, including those who have developed multilingual curricula or curricula accessible to persons with disabilities, to deliver comprehensive sexual health education and HIV prevention education or to provide training for school district personnel. All outside consultants and guest speakers shall have expertise in comprehensive sexual health education and HIV prevention education and have knowledge of the most recent medically accurate research on the relevant topic or topics covered in their instruction.

EC 51937. Legislative intent

It is the intent of the Legislature to encourage pupils to communicate with their parents or guardians about human sexuality and HIV and to respect the rights of parents or guardians to supervise their children's education on these subjects. The Legislature intends to create a streamlined process to make it easier for parents and guardians to review materials and evaluation tools related to comprehensive sexual health education and HIV prevention education, and, if they wish, to excuse their children from participation in all or part of that instruction or evaluation. The Legislature recognizes that while parents and guardians overwhelmingly support medically accurate, comprehensive sex education, parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their children.

EC 51938. Right of parent or guardian; notification of course content and materials; tools to measure pupil's health behavior and risks

(a) A parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. A school district shall not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education.

(b) At the beginning of each school year, or, for a pupil who enrolls in a school after the beginning of the school year, at the time of that pupil's enrollment, each school district shall notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV prevention education and research on pupil health behaviors and risks planned for the coming year. The notice shall do all of the following:

(1) Advise the parent or guardian that written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

(2) Advise the parent or guardian whether the comprehensive sexual health education or HIV prevention education will be taught by school district personnel or by outside consultants. A school district may provide comprehensive sexual health education or HIV prevention education, to be taught by outside consultants, and may hold an assembly to deliver comprehensive sexual health education or HIV prevention education by guest speakers, but if it elects to provide comprehensive sexual health education or HIV prevention education in either of these manners, the notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent or guardian to request a copy of this section, Section 51933, and Section 51934. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

(3) Include information explaining the parent's or guardian's right to request a copy of this chapter.

(4) Advise the parent or guardian that the parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education and that in order to excuse their child they must state their request in writing to the school district.

(c) Notwithstanding Section 51513, anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent ("opt-out") process. A school district shall not require active parental consent ("opt-in") for these tests, questionnaires, or surveys in grades 7 to 12, inclusive. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the school district.

(d) The use of outside consultants or guest speakers as described in paragraph (2) of subdivision (b) is within the discretion of the school district.

EC 51939. Written request to excuse; alternative educational activities

(a) A pupil may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health

behaviors and risks, if the school has received a written request from the pupil's parent or guardian excusing the pupil from participation.

(b) A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

(c) While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of: a) The date of the instruction, and b) The name of the organization or affiliation of each guest speaker.

La Ley de Juventud Sana de California requiere que los distritos escolares proveen alumnos una educación sobre la salud sexual y prevención de VIH que sea integrada, comprensiva, correcta e imparcial por lo menos una vez en la preparatoria, y una vez en la secundaria. La intención de esta ley es asegurar que los alumnos en grados 7-12 reciban los conocimientos y habilidades necesarios para: 1) proteger su salud sexual y reproductiva del HIV, otras infecciones de transmisión sexual, y embarazos no intencionados; 2) desarrollar actitudes saludables sobre el crecimiento y desarrollo del adolescente, imagen corporal, género, orientación sexual, relaciones, matrimonio y familia; y 3) tender comportamientos y relaciones saludables, positivas y seguras. Esto también promueve comprensión de la sexualidad como una parte normal del desarrollo humano.

Los padres o tutores tienen el derecho a:

1. Examinar los materiales educacionales escritos y audiovisuales usados en la educación de salud sexual integral y prevención de VIH.
2. Solicitar por escrito que su hijo no reciba la educación de salud sexual integral y prevención de VIH.
3. Pedir una copia de los Códigos de Educación 51930 hasta 51939, La Ley de Juventud Sana de California.

4. *Ponerse al corriente si la educación de salud sexual integral y prevención de VIH serán enseñados por personal del distrito o consultores independientes.*
5. *Recibir notificación por correo u otro método de notificación comúnmente usado no menos de 14 días antes de que inicie la instrucción si los arreglos para la instrucción toman lugar después del comienzo del año escolar.*
6. *Cuando el distrito elige usar consultores independientes o realizar una reunión general con oradores invitados para enseñar la educación de salud sexual integral y prevención de VIH, ponerse al corriente de: a) La fecha de la enseñanza y b) El nombre de la organización o afiliación de cada orador invitado.*

[Include the following if the district plans on administering a survey].

The District may administer to pupils in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behavior and risks, including tests, questionnaires, and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Parents or legal guardians will be notified in writing about the administration of, the right to review, and the right to excuse their child from any test, questionnaire, or survey.

El Distrito puede administrar a los alumnos en grados 7 a 12 estudios e instrumentos de evaluación anónimos, voluntarios, y confidenciales para medir el comportamiento y los riesgos de la salud de los alumnos, incluyendo pruebas, cuestionarios y encuestas, con preguntas apropiadas de acuerdo a la edad del estudiante sobre sus actitudes o prácticas relacionadas al sexo. Los padres o tutores legales serán notificados por escrito de la administración, el derecho a revisar, y el derecho a excusar a su hijo/a de cualquier prueba, cuestionario o encuesta.

California High School Proficiency Exam – 5 CCR 11523 (9-12)

Examen de Suficiencia de la Escuela Preparatoria de California – 5 CRC 11523 (9-12)

Requires the principal of a school maintaining grades 11 and 12 to distribute an announcement explaining the California High School Proficiency Examination provided under EC 48412. Notification to be made in time sufficient to enable interested pupils to meet examination registration requirements for fall test of that year.

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

El Examen de Suficiencia de la Escuela Preparatoria de California (conocida en inglés como CHSPE) es un examen voluntario que evalúa la competencia en las habilidades básicas en lectura, escritura, y matemáticas enseñadas en las escuelas públicas. A los estudiantes elegibles quienes aprueben el CHSPE se les otorgará un Certificado de Suficiencia expedido por la Mesa Directiva Estatal de la Educación. Un alumno quien reciba un Certificado de Suficiencia puede, con aprobación verificada del padre o tutor legal, dejar de asistir la preparatoria tempranamente. El Certificado de Suficiencia es equivalente a un

diploma de escuela preparatoria; sin embargo, no es equivalente a completar todos los cursos requeridos para graduación regular de la preparatoria. Los alumnos que planean continuar sus estudios en una universidad deben ponerse en contacto con la oficina de admisiones de la institución para averiguar si el Certificado de Suficiencia cumplirá con los requisitos de admisión.

Un alumno es elegible para tomar el CHSPE solamente si él o ella cumple uno de los siguientes requisitos en la fecha del examen: 1) tiene al menos 16 años de edad; 2) ha sido matriculado en el décimo grado por un año académico o más; o 3) completará un año académico de inscripción en el décimo grado al final del semestre durante el cual se llevará a cabo la administración regular del CHSPE. No se cobrará un cargo por cada solicitud de examen a un joven sin hogar o en crianza temporal menor de 25 años. Para más información, incluyendo las fechas de administración e inscripción, visite al sitio Web: <http://www.chspe.net/espanol/>.

California Youth Football Act – HSC 124241 (6-12)

Ley de fútbol juvenil de California – CSS 124241 (6-12)

Notification to include the necessity of a licensed medical professional present during football games at home and away from campus.

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics offered at the middle or high school.

Según la ley estatal, los estudiantes que participan en juegos de fútbol americano en los grados 6-12 deben tener un profesional médico con licencia presente durante el juego, ya sea jugando en un juego en casa o fuera de otra escuela. Esto no incluye las clases de educación física o los juegos de fútbol americano intramurales de la escuela fuera de los deportes extracurriculares que se ofrecen en la escuela secundaria o preparatoria.

Camera Surveillance on School Property – PC 647(j) (optional as applicable)

Vigilancia de Cámaras en Propiedad Escolar -CP 647 (j)

The school may consider informing parents of surveillance cameras on campus and how they are not hidden, nor shared with outside agencies, but are used to monitor safety and security on school campus. Concealed video or still photos are prohibited by law, as are cameras that are installed where there is a reasonable expectation of privacy.

Sample Language is not required to notify parents or students regarding surveillance cameras on a public school campus, but has been requested by several districts and charters as a means to inform parents of the local policies.

For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time.

Surveillance cameras will generally be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of District buildings or all District activities.

District surveillance cameras will not be installed in “private” areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

Para la seguridad de nuestros estudiantes, personal y visitantes, el Distrito Escolar emplea equipos de vigilancia con cámaras con fines de seguridad. Este equipo puede o no ser monitoreado en cualquier momento.

Las cámaras de vigilancia generalmente se utilizarán solo en áreas públicas donde no exista una "expectativa razonable de privacidad". Las áreas públicas pueden incluir autobuses escolares, entradas a edificios, pasillos, estacionamientos, oficinas donde los estudiantes, empleados y padres van y vienen; gimnasios durante actividades públicas; cafeterías y salas de suministros. Sin embargo, no es posible que las cámaras de vigilancia cubran todas las áreas públicas de los edificios del Distrito o todas las actividades del Distrito.

Las cámaras de vigilancia del distrito no se instalarán en áreas "privadas" como baños, vestuarios, áreas de cambio, oficinas privadas (a menos que se otorgue el consentimiento del propietario de la oficina) o aulas.

Career Counseling & Course Selection – EC 221.5(d)

Consejo de Profesión y Selección de Curso – CE 221.5(d)

Requires the parents or legal guardian of a pupil to be notified in a general manner at least once in the annual notification, in advance of career counseling and course selection commencing with course selection for grade 7, so that the parent or guardian may participate in the counseling sessions and decisions. Note: Does not apply to K-6 school districts.

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

Empezando desde el grado 7, personal de la escuela asistirá a los alumnos con la selección de curso o el consejo de profesión, investigando la posibilidad de carreras, o cursos que llevan a carreras basados en el interés y la habilidad del alumno y no en el sexo del alumno. Los padres y tutores legales serán notificados para que puedan participar en tales sesiones de consejo y decisiones.

Charter School Complaint Notice – EC 47605(d)(4)

Consejo de Profesión y Selección de Curso – CE 47605(d)(4)

Requires charter schools to post this notice on the school website and make available to parent, guardian, or pupils when inquiring about enrollment, before conducting an enrollment lottery, and before disenrollment of a pupil.

Charter Schools may NOT discourage enrollment for any of these reasons: low academic achievement, economic disadvantaged, English non-proficient, Ethnicity, Foster Youth, Homelessness, Nationality, Neglect or Delinquent, Race, Sexual orientation, Disabilities. Charter Schools shall NOT: request records or require records to be submitted prior to enrollment, encourage disenrollment for any reason (other than suspension or expulsion). In order to submit a complaint, complete the Charter School Complaint Form, submit to the charter school authorizer by mail or electronically: _____.

(enter contact information)

Las Escuelas Autónomas NO pueden desalentar la inscripción por ninguno de estos motivos: bajo rendimiento académico, desventaja económica, inglés no competente, origen étnico, jóvenes de acogida, personas sin hogar, nacionalidad, negligencia o delincuencia, raza, orientación sexual, discapacidades. Las Escuelas Autónomas NO deberán: solicitar registros o requerir que se presenten antes de la inscripción, alentar la cancelación de la inscripción por cualquier motivo (que no sea suspensión o expulsión). Para presentar una queja, complete el Formulario de queja de la escuela autónoma, envíelo al autorizador de la escuela autónoma por correo o electrónicamente: _____.

(enter contact information)

Charter schools: pupil admissions and discipline - EC 47605, 47605.6

Escuelas charter: admisión de los estudiantes y disciplina– EC 47605 y 47605.6

Requires that procedures must be included in a charter school petition comprehensively describing when pupils may be suspended, expelled, or involuntarily remove from the charter school, including compliance with due process requirements. Authorizes additional charter school admissions preferences, and requires charter schools to notify parents that parental involvement is not a requirement for acceptance or continued enrollment in the charter school.

The _____ Charter School encourages the participation of parents for increased parental involvement, but it is not a requirement for acceptance to, or continued enrollment at, the Charter School.

La _____ escuela charter fomenta la participación de los padres para aumentar el involucramiento de los padres, pero no es un requisito para que el estudiante sea aceptado a, o continúe inscrito en, la escuela charter.

Child Abuse and Neglect Reporting – PC 11164 (optional as applicable)

El Denunciar del Abuso y Descuido de Menores – CP 11164

The school may consider informing parents of staff's role as mandated reporters as well as providing information to assist parents in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse to the appropriate agency.

The _____ School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (*i.e.*, Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting _____.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

To stop a disturbance threatening physical injury to people or damage to property;

1. For purposes of self-defense;
2. To obtain possession of weapons or other dangerous objects within control of a student;
3. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

El Distrito Escolar _____ se compromete a proteger a todos los estudiantes que estén a su cuidado. Todos los empleados del distrito son considerados informantes obligatorios, requeridos por ley a reportar casos de abuso y descuido de menores cuando hay una sospecha razonable de abuso o negligencia. Los empleados del distrito no pueden investigar para confirmar su sospecha.

Todas las quejas deben ser presentadas a través de un informe oficial, por teléfono, en persona, o por escrito, con una agencia del orden público local correspondiente (por ejemplo, la policía, el

departamento del Sheriff, el departamento de libertad condicional del condado, el departamento de bienestar público/servicios de protección de menores del condado). Tanto el nombre del informante como el mismo informe serán confidenciales y no podrán ser divulgados salvo a las agencias autorizadas.

Los padres y tutores legales de los estudiantes también tienen el derecho de presentar una queja en contra de un empleado de la escuela u otra persona cuando se sospecha de abuso hacia un niño/a en la escuela. Las quejas se pueden presentar ante una agencia del orden público local; también se puede notificar al Distrito de algún incidente contactando a __.

El abuso infantil no incluye una lesión ocasionada por una fuerza que sea razonable y necesaria que provenga de una persona empleada o que este participando en una escuela:

Para detener un disturbio que pueda causar daño físico a personas o daños a la propiedad;

1. Para propósitos de defensa propia;
2. Para obtener la posesión de armas u otros objetos peligrosos que están bajo el control de un estudiante;
3. Para ejercer el nivel de control razonablemente necesario para mantener el orden, proteger la propiedad, proteger la salud y la seguridad de los estudiantes, y mantener las condiciones adecuadas y apropiadas que conduzcan a un aprendizaje.

For additional resources, visit California Department of Education webpage: <http://www.cde.ca.gov/ls/ss/ap/>.

Child Find System – EC 56301; 20USC1401(3); 1412(a)(3); 34CFR300.111(c)(d)
Sistema de Búsqueda de Niños - CE 56301; 20USC1401 (3); 1412 (a) (3); 34CFR300.111 (c) (d)

Requires the special education local plan area (SELPA) to establish written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures to include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment.

Note: The district's local SELPA should provide appropriate and specific language to meet this notification requirement.

Under state law, each public school system is responsible to find children with disabilities in its area Free Appropriate Public Education (FAPE) - Each public school system is responsible for ensuring that each child with disabilities is served appropriately, at no expense to the parent in the least restrictive environment.

Según la ley estatal, cada sistema de escuelas públicas es responsable de encontrar niños con discapacidades en su área. Educación Pública Apropriadada y Gratuita (EPAG): cada sistema de escuelas públicas es responsable de garantizar que cada niño con discapacidades reciba los servicios adecuados, sin costo alguno para los padres en el entorno menos restrictivo.

Civility on School Grounds – CC 1708.9; EC 32210 (optional as applicable)
Comportamiento Apropiado en el Plantel Escolar – CC 1708.9; CE 32210

The following notification can serve as a reminder to all parents and guardians of the importance of maintaining civility on school grounds:

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

Cualquier persona que interrumpa intencionalmente una escuela pública o una junta escolar pública es culpable de un delito menor, y puede ser castigada con una multa no más de quinientos dólares (\$500).

Es ilegal para cualquier persona, excepto para un padre/tutor legal que actúe hacia su hijo/a menor de edad, a que intencionalmente o que intente lesionar, intimidar, interferir a la fuerza, amenazar a la fuerza, obstrucción física, u obstrucción física no violenta con cualquier persona que intente entrar o salir de cualquier plantel escolar público o privado.

College & Career Technical Education – EC 51229 (9-12) and EC 48980(I)
Educación Técnica Universitaria y Profesional: CE 51229 (9-12) y EC 48980 (I)

Requires annual notification to include a one-page written notice to parents or guardians of students in grades 9 through 12 that includes all of the following:

- 1. A brief explanation of the college admission requirements.*
- 2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.*
- 3. A brief description of what career technical education is, as defined by the CDE.*
- 4. The internet address for the portion of the web site of the CDE where students can learn more about career technical education.*
- 5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.*

Note: A sample notification is provided. Also note the notification requirements specified under EC 48980(I) regarding Career Technical Education Course

Career Technical Education (CTE) courses are offered to count toward graduation. The CTE courses that are offered at our schools *(satisfy/no not satisfy- choose one)* the a-g for CSU/UC requirements for admission. For more information, please contact our academic advisors/counselors at: _____ *(enter contact information)*

Los cursos de Educación de Carreras Técnicas (ECT) se ofrecen para contar para la graduación Los cursos CTE que se ofrecen en nuestras escuelas (satisfacen / no no satisfacen – elige uno) los requisitos de admisión a-g para CSU / UC. Para obtener más información, comuníquese con nuestros asesores / consejeros académicos al: _____ (enter contact information)

Competitive Athletes Seeking Higher Education Athletic Programs - EC 67455 (9-12)

Athletas Competitivos que Buscan Programas Deportivos de Education Superior: CE 67455 (9-12)

Students may be recruited for athletic programs out of high school and there may be associated orientations, scholarships, housing, and other benefits such as meals, stipends, or transportation offered to entice student athletes to join their college or university teams.

Under state law, students who witness or are the victim of any wrongdoing condoned by the higher education athletic organization, have a right to make a report, file, or otherwise assist the reporting of any violation of student athlete rights involving the program, participants, or staff. This right to make such reports is guaranteed by the “**Student Athlete Bill of Rights**” and may not result in retribution or removal of any benefits if the report has been made in good faith and truthfulness.

Bajo la ley estatal, los estudiantes que son testigos o son víctimas de cualquier irregularidad tolerada por la organización atlética de educación superior, tienen el derecho de hacer un reporte, presentar o ayudar de cualquier otra forma a reportar cualquier violación de los derechos de los atletas estudiantiles que involucren al programa, los participantes o personal. Este derecho a realizar dichos reportes está garantizado por la "Declaración de derechos del estudiante deportista" y no puede dar lugar a la retribución o eliminación de ningún beneficio si el reporte se ha realizado de buena fe y veracidad.

Competitive Athletics – EC 221.9

Atletismo Competitivo - EC 221.9

Commencing with the 2015-2016 school year and every year thereafter, each public elementary and secondary school, including each charter school, that offers competitive athletics, shall publicly make available at the end of the school year all of the following information:

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

Schools shall make the following information publicly available: the total enrollment of the school, classified by gender, the number of pupils enrolled at the school who participate in competitive athletics, classified by gender, the number of boys' and girls' teams, classified by sport and by competition level, by posting it on the school's website "Competitive athletics" means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.

Las escuelas pondrán a disposición del público la siguiente información: la matrícula total de la escuela, clasificada por género, el número de alumnos matriculados en la escuela que participan en atletismo competitivo, clasificados por género, el número de equipos de niños y niñas, clasificados por deporte y por nivel de competencia, al publicarlo en el sitio web de la escuela, "Atletismo competitivo" significa deportes en los que la actividad tiene entrenadores, una organización gobernante y prácticas, y compite durante una temporada definida, y tiene la competencia como su objetivo principal.

Concussion and Head Injuries – EC 49475

Conmoción Cerebral y Heridas a la Cabeza – CE 49475

Requires, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. These provisions would not apply to an athlete engaged in an athletic activity during the regular schoolday or as part of a physical education course. (See SAMPLE form provided in Section 5)

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

Una conmoción cerebral es una lesión cerebral que puede ser causada por un golpe ligero, un golpe fuerte o un movimiento repentino de la cabeza, o por un golpe a otra parte del cuerpo con fuerza que se

transmite a la cabeza. Aunque la mayoría de las conmociones cerebrales son de poca seriedad, todas las conmociones cerebrales son potencialmente graves y pueden provocar complicaciones incluyendo daño cerebral prolongado y la muerte si no son reconocidos y administrados correctamente. Un distrito escolar, una escuela charter, o una escuela privada que elige ofrecer un programa atlético debe sacar inmediatamente de una actividad atlética patrocinada por la escuela para el resto del día un deportista que se sospecha de haber sufrido una conmoción cerebral o herida a la cabeza durante esa actividad. El atleta no podrá volver a esa actividad hasta que él o ella sea evaluada por y reciba autorización escrita de un proveedor autorizado de cuidado de la salud. Si un proveedor de cuidado de la salud determina que el deportista ha sufrido una conmoción cerebral o una herida a la cabeza, el deportista deberá completar un protocolo gradual de regreso al juego de no menos de 7 días de duración bajo la supervisión de un proveedor autorizado de cuidado de la salud. Cada año, una hoja de información sobre conmoción cerebral y heridas a la cabeza debe ser firmada y devuelta por el atleta y el padre o tutor del atleta antes de que el atleta inicie una práctica o competencia. Este requisito no se aplica a un atleta que participa en una actividad atlética durante el día escolar o como parte de un curso de educación física.

Confidential Medical Services – EC 46010.1

Servicios Médicos Confidenciales – CE 46010.1

A school district each academic year must notify pupils in grades 7 to 12, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Notice may be included with any other notice given pursuant to Education Code.

The California Attorney General in November 2004, opined that a school district may not adopt a policy under which the district will notify a parent when a pupil leaves school to obtain confidential medical services, nor may a district require a pupil obtain written parental consent prior to releasing pupil from school to receive confidential medical services. Note: Does not apply to K-6 school districts.

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardians.

Las autoridades escolares pueden excusar cualquier alumno en grados 7-12 de la escuela para recibir servicios médicos confidenciales sin el consentimiento del padre o tutor del alumno.

Controlled Substances: Opioids– EC 49476

Substancias Controladas: Estupefacientes – CE 49476

A school district or charter school each academic year must provide documentation to students who participate in athletics a specified factsheet regarding prescription opioids. (See SAMPLE form provided in Section 5)

School authorities must provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually.

Cada año las autoridades escolares deben proveer hechos sobre los riesgos y efectos secundarios del uso de estupefacientes entre atletas. Anualmente los padres y el atleta deben firmar un documento con acuse de recibo.

Coursework and graduation: military: EC 51225.1 and 51225.2

Trabajo de Curso y Graduación: Militares: CE 51225.1 y 51225.2

Within 30 days of enrollment, the school district shall notify children of military families if they are qualified to be exempted from local graduation coursework requirements that go above and beyond state graduation requirements. The school district shall indicate if the pupil is reasonably able to complete the school district's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school or is reasonably able to complete the school districts graduation requirements with in the pupils fifth year of high school. The coursework completed while attending another school is to be

issued full or partial credit. "Pupil who is a child of a military family" means a pupil who meets the definition of "children of military families" under Section 49701.

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of the _____ (School District) will be issued full or partial credit. You may reach the counselor at - _____.

Si usted es una familia militar, su hijo puede calificar para estar exento de los requisitos del curso de graduación local que están más allá de los requisitos del estado de California. Por favor, haga una cita con el consejero de la escuela para revisar las opciones de graduación de su hijo. Todos los cursos que se completaron en otra escuela fuera del _____ (Distrito Escolar) recibirán crédito total o parcial. Puede comunicarse con el consejero al _____.

Custody Issues (optional as applicable)

Asuntos de Custodia

Parents may try to use the school as a forum for disputing custody matters. If needed, the school district may consider including the following notification developed by the Culver City Unified School District and is in lay terms, not based on code:

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

Disputas de custodia tendrán que ser atendidas por medio de las cortes. La escuela no tiene ninguna jurisdicción legal de negar a un padre biológico acceso a su niño y/o registros escolares. La única excepción es cuando existen órdenes de restricción o documentos de divorcio, específicamente indicando limitaciones de visitas, que estén archivadas en la oficina escolar. Cualquier situación de cesión que ponga en peligro el bienestar del estudiante será atendida al criterio del administrador o su designado. Si cualquier cosa altera la escuela, se solicitará la intervención de la policía. Les piden a los padres que hagan todo lo posible a no involucrar la escuela en asuntos de custodia. La escuela hará todo lo posible para comunicarse con el padre que tiene custodia cuando un padre o cualquier otra persona que no está listada en la carta de emergencia trate de recoger un niño.

Dangerous Objects (optional as applicable)

Objetos Peligrosos

School districts concerned about students bringing (legal but dangerous) objects on campus may consider using the following language in the annual notification. There is no specific codes, but common sense is to be called upon in laymans' terms.

Often, students like to bring objects, such as a collector's item, to school to show their friends. Examples of these objects include, but are not limited to, laser pointers, mini baseball bats, martial arts weapons (e.g., nunchaku, throwing stars), or any other sharp, pointy objects. Students should refrain from bringing objects that have the potential to inflict serious bodily injury to others.

A menudo, a los estudiantes les gusta traer objetos, como artículos de coleccionista, a la escuela para mostrar a sus amigos. Ejemplos de estos objetos incluyen, pero no se limitan a, punteros láser, bates mini béisbol, armas de artes marciales (e.g., nunchaku, estrellas de lanzamiento), o cualquier otro objeto

puntiagudo afilado. Los estudiantes deben evitar de traer objetos que tengan el potencial de infligir lesiones corporales graves a otros.

Directory Information – EC 49073

Directorio de Información – CE 49073

Requires notice to parents or guardians, on an annual basis, of the categories of directory information that the school plans to release and of the persons or agencies who may receive such information. Authorizes parents to preclude release by notifying the school district. (See SAMPLE form provided in Section 5)

“Directory Information” includes one or more of the following items: student’s name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. The District has determined that the following individuals, officials, or organizations may receive directory information: [provide list]

No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil’s directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

“Directorio de Información” incluye uno o más de los siguientes: nombre del estudiante, domicilio, número de teléfono, dirección de correo electrónico, fecha de nacimiento, campo principal de estudio, participación en actividades y deportes oficialmente reconocidos, peso y estatura de los miembros de equipos atléticos, fechas de asistencia, títulos y reconocimientos recibidos, y la escuela pública o privada a la que más recientemente asistió el estudiante. El Distrito ha determinado que los siguientes individuos, oficiales, u organizaciones pueden recibir el directorio de información: [provide list]

Ninguna información podrá ser divulgada a entidad privada lucrativa aparte de empleadores, posibles empleadores y representantes de los medios de comunicación, incluyendo, pero no limitado a, periódicos, revistas, y emisoras de radio y televisión. El directorio de información puede ser divulgado sin previo consentimiento del padre o tutor legal a menos que el padre o tutor legal presente un aviso escrito a la escuela para denegar acceso al directorio de información de su estudiante. El directorio de información con relación a un estudiante identificado como un niño o un joven sin un hogar no podrá ser divulgado a menos que el padre, o un estudiante elegible, haya proporcionado un consentimiento por escrito para que el directorio de información pueda ser divulgado.

Disaster Preparedness Educational Materials – EC 32282.5 (optional as applicable)

Materiales Educativos de Preparación para Desastres - CE 32282.5

Requires the California Department of Education (CDE) to electronically distribute disaster preparedness educational materials to school districts and county offices of education in, at least, the three most dominant primary languages spoken by English learners in California. Schools are encouraged to share with parents the educational materials found on the CDE Web page regarding AB 103 Pupil Safety Educational Materials.

Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at: <http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>.

The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crisis.

Los desastres naturales y de origen humano afectan a todos, por eso es importante estar preparados en casa, en la escuela, en el trabajo y en la comunidad. Se anima a los padres y tutores a revisar los materiales educativos de seguridad proporcionados en la página Web del Departamento de Educación de California en:

<http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>.

Los materiales están disponibles en varios idiomas y pueden usarlos para ayudar a las familias a prepararse para diferentes tipos de emergencias y crisis.

Disclosure of Student Information for Marketing Purposes – 20 USC 1232(h)

Divulgación de información del estudiante con fines de marketing - 20 CEEUU 1232(h)

Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when an activity involving the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information is scheduled or expected to be scheduled. Notification to offer parents an opportunity to opt pupils out of participation in the activity.

Requires the school district to develop policy, in consultation with parents, regarding the collection, disclosure, or use of personal information collected from pupils for the purpose of marketing or selling that information. Requires notification to parents of pupils enrolled in schools served by the district of the adoption or continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

Parents and guardians are to be informed of the dates and times that marketing or selling of personal information is scheduled for organizations. Our district anticipates the schedule to be: _____ (fill in dates). If you do not want to opt out of having personal information released, you may indicate so in writing. You will have an option to opt out, included in your enrollment packet each school year.

Los padres y tutores deben ser informados de las fechas y horas en que está programada la comercialización o venta de información personal para las organizaciones. Nuestro distrito anticipa que el horario será: _____ (fill in dates). Si no desea optar por que no se divulgue información personal, puede indicarlo por escrito. Tendrá la opción de optar por nuestra, incluida en su paquete de inscripción cada año escolar.

Dress Code/Uniforms – EC 35183

Código de Vestimenta/Uniformes - CE 35183

Authorizes a school to adopt a dress code policy that requires pupils to wear a school-wide uniform or prohibits pupils from wearing gang-related apparel. If this is not part of your policies, then you do not need to provide this notification.

Requires a school to provide six months' prior notice to parents or guardians before implementing a policy that requires pupils to wear a school-wide uniform. Policy to address the availability of resources to assist economically disadvantaged pupils and to provide that no pupil will be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil's parents chose not to have the pupil comply with the uniform policy.

Our schools require a dress code uniform which will be provided to families at no cost, if requested due to inability to purchase. Parents must sign an agreement if they choose to not have their child participate in the dress code as proposed by the school. You will find more information on the dress code or where to obtain a uniform at the following website: _____ (fill in webpage information.)

Nuestras escuelas requieren un uniforme con código de vestimenta que se proporcionará a las familias sin costo alguno, si lo solicitan debido a la imposibilidad de comprar. Los padres deben firmar un acuerdo si eligen que su hijo no participe en el código de vestimenta propuesto por la escuela. Encontrará más información sobre el código de vestimenta o dónde obtener un uniforme en el siguiente sitio web:
_____ (fill in webpage information.)

Driver's Training – EC 35211 (9-12)

Instrucción de Manejar – CE 35211 (9-12)

Requires school districts maintaining courses in driver's training to advise parents and guardians of the potential civil liability and of the mandated insurance coverage.

Parents and guardians of students who take the district offered driver's training course behind the wheel must obtain mandated liability insurance coverage due to potential civil liability.

Los padres y tutores de los estudiantes que toman el curso de formación del conductor al volante por parte del distrito deben obtener la cobertura de seguro de responsabilidad obligatoria debido a la potencial responsabilidad civil.

Duties of Pupils – 5 CCR 300 (optional as applicable)

Responsabilidades de los Estudiantes – 5 CRC 300

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Los estudiantes se someterán a los reglamentos escolares, obedecerán todas las instrucciones, serán diligente en el estudio y respetuoso a los maestros u otros que tienen autoridad, y se abstendrán de usar lenguaje blasfemo y vulgar.

Education of Foster Youth: EC 48204, 48853, 48853.5, 51215.1, 51225.2

Educación de los jóvenes de crianza: CE 48204, 48853, 48853.5, 51215.1, 51225.2

Requires every local educational agency to designate a staff person as the educational liaison for foster children to: 1) ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children; and 2) assist foster children when transferring from one school/district to another school/district in ensuring proper transfer of credits, records, and grades.

The California Department of Education, in consultation with the California Foster Youth Education Task Force, has developed and posted on its Internet Web site a standardized notice of the educational rights of foster children that the educational liaisons for foster children can disseminate. The notice must include the following rights, as specified in EC 48850, 48911, 48915.5, 49069.5, 51225.1, and 51225.2:

- 1. Stable school placements in the least restrictive education programs, with access to the academic resources, services, and extracurricular activities that are available to all pupils. This includes the right to remain in the school of origin and the right to matriculate with his or her peers.*
- 2. Immediate enrollment in the school of origin or school where the foster youth is currently residing, whether in a licensed children's institution, licensed foster home, or a family home following a commitment or placement under the Welfare and Institutions Code.*
- 3. Proper and timely transfer between schools. This includes the coordination between the local educational agency and the county placing agency, and the transfer of educational information and records of the foster youth to the next educational placement.*
- 4. No lowering of grades if the foster youth is absent from school due to a decision by a court or placing agency to change his or her placement, or due to a verified court appearance or related court ordered activity.*
- 5. Issuance and acceptance of partial credits for courses that have been satisfactorily completed by the foster youth. The foster youth shall not be required to retake the portion of the course already completed unless it has been determined that he or she is reasonably able to complete the requirements in time to graduate from high school.*
- 6. Not be required to retake a course the pupil has satisfactorily completed.*
- 7. Notified of the possibility of graduating within four years with reduced state requirements, if the foster youth transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.*
- 8. Invitation extended to the foster youth's attorney and representative from the county child welfare agency to attend the extension of suspension meeting, the manifestation determination meeting (if applicable), and the expulsion hearing related to a disciplinary proceeding involving the foster youth.*
- 9. File a complaint of noncompliance with the local educational agency under the Uniform Complaint Procedures.*

Education of Homeless Youth: 42 USC 11432; EC 48853, 51225.1, 51225.2
Educación de jóvenes sin hogar: 42 CEEUU 11432; CE 48853, 51225.1, 51225.2

Requires every local education agency to appoint a homeless liaison to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights. Notification may address:

1. *Liaison contact information.*
2. *Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant youth).*
3. *Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.*
4. *Right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment). Unless there is a local child welfare agency agreement or the school district will assume part or all of the transportation costs.*
5. *Right to be notified of possibility of graduating within four years with reduced state requirements, if the homeless student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.*
6. *Right for district to accept partial credits for courses that have been satisfactorily completed by the homeless student.*

Notice of educational rights of homeless children must be disseminated at places where children receive services, such as schools, shelters, and soup kitchens.

*English: <https://www.cde.ca.gov/sp/hs/cy/documents/homelesspostereng.pdf>
*Multiple languages: <https://inet2.cde.ca.gov/cmd/translatedparentaldoc.aspx?docid=9959-9965>

Education of Homeless Youth: Right to Apply for Financial Aid - EC 69432.7, 69519, 69731, 69956, 70032, 78220, and 88931

Educación de jóvenes sin hogar: derecho a solicitar ayuda financiera - CE 69432.7, 69519, 69731, 69956, 70032, 78220 y 88931

Requires notifying students experiencing homelessness about their ability to apply for financial aid when seeking education beyond high school

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district and charter school must appoint a homeless liaison to assist students and families. Please contact: _____ (liaison contact information) for more information of services and policies related to homeless education rights.

Los estudiantes sin hogar tienen derecho a solicitar ayuda financiera para buscar educación más allá de la escuela secundaria. Cada distrito y escuela autónoma debe designar un enlace para personas sin hogar para ayudar a los estudiantes y las familias. Comuníquese con _____ (liaison contact information) para obtener más información sobre los servicios y las políticas relacionadas con los derechos educativos para personas sin hogar.

Educational Equity: Immigration and Citizenship Status - EC 200, 220, and 234.1 adding Article 5.7 to EC 234.7, EC 66251, 66260.6, 66270, and 66270.3
Equidad Educacional: Estado de inmigración y ciudadanía CE 200, 220, and 234.1 adding Article 5.7 to EC 234.7, CE 66251, 66260.6, 66270, and 66270.3

Adds "immigration status" and other racially identifiable characteristics to the list of protected groups of individuals to ensure that discrimination does not occur.

The Equity in Higher Education Act, states that all persons, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic such as hairstyles, equal rights and opportunities and adds this opportunity to apply for financial aid for higher education to also be equitable, and an application may not be denied of a student based on their immigration status. This does not guarantee any final eligibility, but simply an ability to apply for financial aid just like any other student, without discrimination.

La equidad en la educación superior declara que todas las personas, independientemente de su discapacidad, género, género de identidad, género de expresión, nacionalidad, raza o etnicidad, religión, orientación sexual, o cualquier otra característica específica como peinados, tienen los mismos derechos y oportunidades y agrega la oportunidad de poder aplicar para ayuda financiera para la educación superior que sea equitativa y ninguna aplicación puede ser negada basada en el estado migratorio del estudiante. Esto no garantiza elegibilidad final, sino simplemente que tiene la oportunidad de aplicar para ayuda financiera, como cualquier otro estudiante, sin ser discriminado.

Electronic Listening or Recording Device – EC 51512 (optional as applicable)

Aparato Electrónico de Escuchar o Grabación – CE 51512

The following language may be used to ensure that surreptitious recording in the classroom without prior consent does not occur:

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

El uso por cualquier persona, incluyendo un estudiante, de cualquier aparato electrónico para escuchar o grabar en cualquier salón de clase sin el previo consentimiento del maestro y el director es prohibido ya que interrumpe y afecta el proceso de enseñanza y disciplina en las escuelas. Cualquier persona, que no sea el estudiante, intencionalmente en violación será culpable de un delito menor. Cualquier estudiante en violación estará sujeto a una acción disciplinaria apropiada.

Electronic Nicotine Delivery Systems (e-cigarettes) – PC 308 (optional as applicable)

Sistemas de Suministro de Nicotina Electrónicos (cigarrillos electrónicos) – CP 308

With the rise in the use of electronic nicotine delivery systems (ENDS) among minors, schools are encouraged to adopt a policy to prohibit its use. Schools may also want to provide information to parents as a preventative measure.

The _____ School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is

designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

El distrito escolar de _____ prohíbe en todas las propiedades del distrito y dentro de los vehículos del distrito en todo momento el uso de sistemas electrónicos de inhalación de nicotina (conocido en inglés como ENDS) los cigarrillos electrónicos, las pipas para fumar conocidas como “hooka”, puros, y otros dispositivos que emiten vapor, con o sin contenido de nicotina, que imitan el uso de productos de tabaco. Por lo general ENDS se asemeja a los cigarrillos, puros y pipas, pero también se hacen de forma que simulen artículos de uso diario como las plumas, inhaladores para el asma y recipientes para bebidas. Estos dispositivos no están limitados a la vaporización de la nicotina; también se pueden usar para vaporizar otras drogas como marihuana, cocaína, y heroína.

Los estudiantes que usen, tengan posesión, ofrezcan, organicen o negocien la venta de ENDS estará sujeto a una acción disciplinaria, particularmente porque ENDS es considerada una droga parafernalia, como está definido por el Código de Salud y Seguridad 11014.5. La sección 308 del Código Penal también afirma que toda persona menor de 18 años que compre, reciba o posea tabaco, cigarrillos o papeles para cigarrillos, o cualquier otra preparación de tabaco, o cualquier otro instrumento o parafernalia que esté diseñado para fumar tabaco, productos de tabaco o cualquier otra sustancia controlada, será, al ser condenada, castigada con una multa de setenta y cinco dólares (\$ 75) o 30 horas de trabajo de servicio comunitario.

Note: Schools may want to consider combining the above sample language with the Sample Notice regarding a tobacco-free campus provided in this document. (Also the new legislation regarding an identifiable label when nicotine products contain cannabis will make the results of confiscation, distribution or sales by students, and other disciplinary requirements possibly easier to identify if the label is not removed, etched, or otherwise tampered with when unit is found.)



Electronic Signaling Devices – EC 48901.5 (optional as applicable)

Dispositivos de señalización electrónica – CE 48901.5

By policy or practice the school district, or its individual schools, may regulate the right of pupils to possess or use electronic signaling devices, including cell phones and pagers, during the school day or at school functions. As technology changes, so do the laws about the use of Smartphones on Campus.

The use by any person, including a pupil, of any electronic signaling device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action.

Smartphone use may be prohibited by districts, charter schools, and county schools while a student is at a schoolsite and under supervision and control of staff. There are health and special education limits or usage that may differ from the general student population, but must be in writing and kept on file in student records for confidential record keeping and reasons.

El uso por cualquier persona, incluso un alumno, de cualquier aparato de señalización electrónica en cualquier salón sin el consentimiento previo del maestro y el director es prohibido ya que interrumpe y afecta el proceso de aprendizaje y la disciplina en las escuelas. El único uso permitido sería aceptable si lo determina un médico con licencia que el alumno debe usar para la salud y la seguridad de un alumno. Cualquier alumno en violación estará sujeto a la acción disciplinaria apropiada.

Los distritos, las escuelas autónomas y las escuelas del condado pueden prohibir el uso de teléfonos inteligentes mientras un estudiante se encuentra en una escuela y bajo la supervisión y control del personal. Existen límites o usos de salud y educación especial que pueden diferir de la población general de estudiantes, pero deben estar por escrito y archivados en los registros de los estudiantes por razones y mantenimiento de registros confidenciales.

Emergency Treatment for Anaphylaxis – EC 49414

Tratamiento de Emergencia para Anafilaxia – CE 49414

Requires school districts, county offices of education, and charter schools to provide emergency epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from a life-threatening severe allergic reaction (anaphylaxis).

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

CE 49414 requiere que distritos escolares provean epinefrina auto-inyectable a las enfermeras de las escuelas y personal capacitado y los autoriza a usar epinefrina auto-inyectable con cualquier estudiante que puede estar sufriendo de anafilaxia, sin tener que tomar cuenta el historial médico conocido. Anafilaxia es una severa y potencialmente mortal reacción alérgica que puede ocurrir después de haber sido expuesto a un elemento que provoca alergias tal como la comida, medicina, picadura de insecto, látex o el ejercicio. Síntomas incluyen el estrechamiento de las vías respiratorias, salpullido o urticaria, náusea o vómito, pulso débil y mareo. Se estima que aproximadamente 25% de las reacciones anafilácticas ocurren durante las horas escolares a estudiantes que previamente no han sido diagnosticados con alergias de comida u otras cosas. Sin la administración inmediata de epinefrina seguida por una llamada a los servicios médicos de emergencia, puede resultar en la muerte del estudiante. El poder reconocer y tratar de inmediato puede salvar vidas.

English Learners Identification Notice - EC 313.2

Aviso de Identificación de Estudiantes de Inglés - CE 313.2

Parents are to be notified by schools that in addition to the child's English proficiency status, for which they are notified using the English Language Proficiency for Assessments for California (ELPAC), and they are to be notified that their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner". Note: Schools are required to send an alternative notice to comply with this requirement according to assessment results.

State law requires that parents of English learners are to be notified annually if they are identified as one of the following: Long-term English Learner or English learner at risk of becoming a Long-term English Learner. The school coordinator for English Language Development will be sending these notices at the beginning of each school year/semester (choose one).

La ley estatal requiere que los padres de los aprendices de inglés sean notificados anualmente si se identifican como uno de los siguientes: aprendices de inglés a largo plazo o aprendices de inglés en riesgo de convertirse en aprendices de inglés a largo plazo. El coordinador de la escuela para el desarrollo del idioma inglés enviará estos avisos al comienzo de cada año escolar / semestre (choose one).

Entrance Health Screening – HSC 124085, 124100, 124105 (K-8)

Evaluación de Salud de Ingreso – HSC 124085, 124100, 124105 (K-8)

Requires the school district to notify the parents or guardians of pupils in kindergarten and first grade that appropriate health screening and evaluation services are required for all children entering first grade. Notification to also inform parents or guardians of the availability of free health screenings through the local health department.

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

La ley estatal requiere que el padre o tutor legal de cada alumno provee a la escuela dentro de los primeros 90 días, después de entrar al primer grado, prueba de que el alumno ha recibido una evaluación de la salud por un médico en los últimos 18 meses. Los alumnos pueden ser excluidos hasta por 5 días de la escuela por no cumplir o no proporcionar una renuncia. Evaluaciones de salud gratis estarán disponibles para los estudiantes elegibles a través del Programa de Prevención de Discapacidades de Salud Infantil.

Excused Absences – EC 46014, 48205

Ausencias Justificadas – CE 46014, 48205

EC 48980(a): At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 46014 and 48205.

EC 48980(i): Requires the annual notification to advise the parent or guardian that no pupil may have his or her grade reduced or lose academic credit for any absence or absences excused under EC 48205, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

No obstante la Sección 48200, un alumno será excusado de la escuela cuando la ausencia sea:

- (1) Debido a la enfermedad del alumno.*
- (2) Debido a cuarentena bajo la dirección de un oficial de salud del condado o la ciudad.*
- (3) Con el fin de que se presten servicios médicos, dentales, optométricos o quiroprácticos.*
- (4) Con el fin de asistir a los servicios funerarios de un miembro de la familia inmediata del alumno, siempre que la ausencia no sea más de un día si el servicio se realiza en California y no más de tres días si el servicio se realiza fuera California.*
- (5) A los fines del servicio de jurado en la forma prevista por la ley.*
- (6) Debido a la enfermedad o cita médica durante el horario escolar de un niño del cual el alumno es el padre con custodia, incluidas las ausencias para cuidar a un niño enfermo para el cual la escuela no requerirá una nota de un médico.*
- (7) Por razones personales justificables, que incluyen, entre otras, una comparecencia en la corte, asistencia a un servicio funerario, celebración de un día festivo o ceremonia de la religión del alumno, asistencia a retiros religiosos, asistencia a una conferencia de empleo o asistencia en una conferencia educativa sobre el proceso legislativo o judicial ofrecido por una organización sin fines de lucro cuando el padre o tutor solicita la ausencia del alumno por escrito y el director o un representante designado lo aprueba de conformidad con las normas uniformes establecidas por la junta directiva.*
- (8) Con el propósito de servir como miembro de una junta electoral para una elección de conformidad con la Sección 12302 del Código de Elecciones.*
- (9) Con el propósito de pasar tiempo con un miembro de la familia inmediata del alumno que es un miembro en servicio activo de los servicios uniformados, según se define en la Sección 49701, y que ha sido llamado al servicio para, está en licencia o ha sido inmediatamente regresó de, despliegue a una zona de combate o posición de apoyo de combate. Las ausencias otorgadas de conformidad con este párrafo se otorgarán por un período de tiempo que se determinará a discreción del superintendente del distrito escolar.*
- (10) Con el fin de asistir a la ceremonia de naturalización del alumno para convertirse en ciudadano de los Estados Unidos.*
- (11) Autorizado a discreción de un administrador escolar, como se describe en la subdivisión (c) de la Sección 48260. (b) A un alumno ausente de la escuela en virtud de esta sección se le permitirá completar todas las tareas y exámenes perdidos durante la ausencia que puedan proporcionarse razonablemente y, una vez finalizado satisfactoriamente dentro de un período de tiempo razonable, se le otorgará el crédito completo por ello. El maestro de la clase de la cual el alumno está ausente determinará qué pruebas y tareas serán razonablemente equivalentes, pero no necesariamente idénticas, a las pruebas y tareas que el alumno perdió durante la ausencia. (c) Para los propósitos de esta sección, la asistencia a retiros religiosos no excederá de cuatro horas por semestre. (d) Las ausencias conforme a esta sección se consideran ausencias en el cálculo de la asistencia diaria promedio y no generarán pagos de prorratio estatales. (e) "Familia inmediata", como se usa en esta sección, significa el padre o tutor, hermano o hermana, abuelo o cualquier otro pariente que viva en el hogar del alumno.*

Federal Student Aid – EC 51225.8 (9-12)

Ayuda Federal Estudiantil –CE 51225.8 (9-12)

Commencing with the 2020–21 school year, the governing board of a school district and the governing body of a charter school shall ensure that each of its pupils receives information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application, as appropriate, at least once before the pupil enters grade 12. The March 2 application deadline may be extended up to 30 calendar days when requested by students impacted by natural disaster, state of emergency, labor action, or any other commission approval of “qualifying event”.

Under state law, school districts are to ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information should be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. ***[The district or charter school shall describe how and when information is disseminated here – in-class instruction, existing program, family information sessions, or counseling sessions may be shared in groups or individually, or any other way district or charter school decides.]***

*Bajo la ley estatal, los distritos escolares deben asegurarse que los estudiantes antes de entrar al doceavo grado tienen el derecho a información de cómo completar apropiadamente, en su totalidad y entregar la Aplicación para Ayuda Federal Estudiantil Gratuita o la Aplicación de Dream Act de California, por lo menos una vez. Esta información debe estar disponible de manera oportuna debido a que la ayuda financiera es otorga por orden de entrega según los plazos, por orden en base de cual llega primero, es el primero en ser servido. Toda la información de las familias y personal de los estudiantes estará protegida de acuerdo con las leyes y regulaciones estatales y federales de la privacidad. ***[The district or charter school shall describe how and when information is disseminated here – in-class instruction, existing program, family information sessions, or counseling sessions may be shared in groups or individually, or any other way district or charter school decides.]****

Fingerprinting – EC 32390, 48980(f) (K-8)

Huellas Digitales – CE 32390, 48980(f) (K-8)

Requires each school district that elects to provide a fingerprinting program under EC 32390 to inform parents or guardians of the program as specified in Section 32390. Note: Only include this notification if your school district has elected to offer fingerprinting.

The _____ School District offers a fingerprint program for children enrolled in kindergarten or newly enrolled. Parents or guardians must declare, in writing, whether or not they want their child(ren) to be fingerprinted. Parents or guardians consenting to the fingerprinting must pay the applicable fee. Parents or guardians may reverse in writing the declaration on fingerprinting at any time. No child may be fingerprinted without the consent of the parent or guardian.

El Distrito Escolar de _____ ofrece un programa de huella digital para los niños en el kindergarten o recién matriculados. Los padres o tutores deben declarar, por escrito, si quieren que su(s) niño(s) tome(n) las huellas digitales. Los padres o tutores consintiendo al tomar las huellas digitales deben pagar el costo aplicable. Los padres o tutores pueden revocar por escrito a cualquier tiempo la declaración sobre las huellas digitales. Ningún niño puede tomar las huellas digitales sin el consentimiento del padre o tutor.

Free and Reduced-price Meals – EC 49510 et seq.

Comidas Gratuitas y Precios Reducidos – CE 49510 et seq.

EC 48980(b): Requires the annual notification to advise the parent or guardian of the program of free and reduced-price meals prescribed by EC 49510 et seq. EC 49520: Requires the school district to provide annual notification of the availability of the program to provide nutritious meals at school for pupils in receipt of public assistance. EC 49557: Paper applications for free or reduced-price meals shall be made available to all pupils at all times during each regular schoolday. Applications may be made available electronically online with instructions on how to submit the application.

The school offers healthy meals every school day because children need healthy meals to learn. Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Pupils participating in the program will not be identified, and the information on the application will be kept confidential. Applications may be submitted at any time during school hours. *[Describe how applications are provided to families, or if available online, the web page link, and how applications are to be submitted.]*

La escuela ofrece comidas saludables cada día escolar porque los niños necesitan comidas saludables para aprender. Comidas gratuitas y precios reducidos están disponibles en la escuela para los alumnos cuyos padres o tutores legales califiquen, basado en los ingresos anuales de la casa, y completen la aplicación requerida. Los alumnos que participen en el programa no serán identificados, y la información en la aplicación será mantenida confidencial. Las aplicaciones pueden ser presentadas en cualquier momento durante las horas escolares. [Describe how applications are provided to families, or if available online, the web page link, and how applications are to be submitted.]

Note: Alternatively, to meet this requirement, the district may consider including a meal benefits application and informational letter about the program requirements with the annual notification.

Gun-Free School Zone Act – PC 626.9, 30310 (optional as applicable)

La Ley de Zona Escolar Libre de Armas – CP 626.9, 30310

Prohibits a person from possession a firearm in a place that the person knows, or reasonably should know is a school zone. A school zone is defined as an area in, or on the grounds of, a public or private school providing instruction in kindergarten through grade 12, or within a distance of 1,000 feet from the grounds of the public or private school. A person may possess a firearm in a school zone under specified circumstances, such as when the person is a duly appointed peace officer, honorably retired police officer, or security guard authorized to carry a concealed firearm under state law. All other persons holding a valid license to carry a concealed firearm, who are not exempt from the restrictions, are no longer allowed to bring or possess a firearm in schools or school zones, unless they obtain written permission from the school district superintendent, his or designee, or equivalent school authority. It is suggested that the following notification be provided to parents and guardians but is not required by law.

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school, unless it is with the written permission of [title of the school official]. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

California prohíbe a cualquier persona poseer un arma de fuego en, o dentro de 1,000 pies de distancia, de los terrenos de una escuela pública o privada, a menos que sea con el permiso escrito de [title of the school official]. Esto no se aplica a los oficiales de la ley, a los oficiales de paz activos o jubilados honorablemente, a los miembros de las fuerzas militares de California o de los Estados Unidos, o a los guardias de vehículos blindados participando en el desempeño de sus funciones. Una persona también puede estar en posesión de un arma de fuego en los terrenos de la escuela si el arma de fuego no está cargada y en un contenedor cerrado con llave o dentro del maletero cerrado de un vehículo de motor. Una violación de esta ley es castigable con prisión en una cárcel del condado por hasta seis meses, una multa de hasta \$ 1,000, o ambos, prisión y multa.

Harm or Destruction of Animals – EC 32255 et seq.

Uso Dañino o Destructivo de los Animales – CE 32255 et. Seq.

EC 48980(a): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Chapter 2.3 (commencing with Section 32255) of Part 19.

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

Cualquier alumno con objeción moral para desmembrar o de otra manera dañar o destruir un animal, o cualquier parte del mismo, deberá notificar a su maestro de la objeción. Las objeciones deben ser confirmadas por una nota escrita por el padre o tutor del estudiante.

Un alumno que decide no participar en un proyecto educacional que consiste en el uso dañino o destructivo de un animal puede recibir un proyecto educacional alternativo, si el maestro cree que hay un proyecto alternativo que es aceptable. El maestro trabajará con el alumno para desarrollar y llegar a un acuerdo sobre un proyecto alternativo educacional para que el alumno pueda recibir el conocimiento, información o experiencia requerida por los estudios en cuestión.

Health Care Coverage – EC 49452.9 (optional as applicable)

Cobertura de Cuidado de Salud – CE 49452.9

Requires a public school, until January 1, 2021, to add an informational item to its enrollment forms, or amend an existing enrollment form in order to provide parents/guardians information about health care coverage options and enrollment assistance.

Schools may also include a factsheet with its enrollment forms explaining basic information about affordable health care coverage options for children and families. The fact sheet may be available at the school sites or the district office. Your district may choose to provide the following notification:

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact _____ or go to www.CoveredCA.com. Additionally, California law allows all low-income children under 19 years old, regardless of immigration status, to enroll in Medi-Cal at any time in the year. Families can apply in person at their local county human services office, over the phone, online, with a mail-in application, or at a local health center. For more information about Medi-Cal enrollment, visit www.health4allkids.org.

Su hijo(a) y familia pueden ser elegibles para cobertura de salud gratuita o de bajo costo. Para más información sobre las opciones de cobertura de salud y asistencia con la inscripción, por favor comuníquese con _____ o ingrese a www.CoveredCA.com. Además, la ley de California permite a todos los niños menores de 19 años de bajos ingresos, independientemente de sus estatus migratorios, inscribirse en Medi-Cal en cualquier momento del año. Las familias pueden solicitar en persona en la oficina local de servicios humanos del condado, por teléfono, en línea, con una solicitud por correo o en un centro de salud local. Para obtener más información sobre la inscripción Medi-cal, visite www.health4allkids.org.

Health Insurance Coverage for Athletes – EC 32221.5 (9-12)

Cobertura de Seguro Médico para Atletas – CE 32221.5 (9-12)

Requires school districts that operate interscholastic athletic teams to include a statement regarding no- or low-cost health insurance programs in offers of insurance coverage that are sent to athletic team members. The statement should be printed in boldface type of prominent size and shall read:

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

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling [Insert the toll-free telephone number of the Healthy Families Program, Medi-Cal, or any other comparable toll-free telephone number for a no- or low-cost local, state, or federally sponsored health insurance program].

Debajo la ley estatal, los distritos escolares están requeridos asegurar que todos los miembros de los equipos deportivos escolares tengan seguro contra lesiones casuales que cubra gastos médicos y de hospital. Este requisito de seguro puede ser realizado si el distrito escolar ofrece seguro u otros subsidios de enfermedad que cubra los gastos médicos o del hospital.

Algunos estudiantes pueden calificar para inscribirse en programas de seguro médico de no-costo o bajo-costo patrocinado por agencia local, estatal o federal. Para obtener más información sobre estos programas, llame a [Insert the toll-free telephone number of the Healthy Families Program, Medi-Cal, or any other comparable toll-free telephone number for a no- or low-cost local, state, or federally sponsored health insurance program].

Immunizations: EC 49403, 48216; HSC 120325, 120335, 120365, 120370, 120375

Inmunizaciones: CE 49403, 48216; HSC 120325, 120335, 120365, 120370, 120375

Requires the exclusion of any pupil who has not been immunized properly and notification to the parents or guardians that they have two weeks to supply evidence either that the pupil has been properly immunized, or that the pupil is exempted from the immunization requirements specified in HSC 120365 or 120370. The school shall not unconditionally admit or advance any pupil to the 7th grade level unless the pupil has been fully immunized against pertussis, including all pertussis boosters appropriate for the pupil's age. Notification to also refer the parent or guardian to the pupil's usual source of medical care to obtain the immunization, or if no usual source exists, either refer the parent or guardian to the county health department, or notify the parent or guardian that the immunizations will be administered at school. Note: Schools must apply the immunization requirements in concert with the immediate enrollment mandates for homeless and foster youth

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

State law requires the following immunizations before a child may attend school:

(a) All new students, in transitional kindergarten through grade 12, to the _____ School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, and mumps, rubella, and varicella immunizations.

(b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.

(c) All seventh grade students must also provide proof of a second measles-containing vaccine, and a pertussis booster vaccine.

Free- or low-cost immunizations for children are available at _____. Please call _____ for information.

Information about a medical exemption or personal beliefs exemption from immunizations for your student is available at CAIR ME. For more information on medical exemptions, please visit the following website: <https://cair.cdph.ca.gov/exemptions/home>.

Los estudiantes deben ser inmunizados contra ciertas enfermedades transmisibles. Se les prohíbe a los estudiantes asistir a la escuela a menos que se cumplan los requisitos de vacunación para la edad y el grado. El distrito escolar deberá cooperar con las autoridades de salud locales en las medidas necesarias para la prevención y control de enfermedades transmisibles en los niños de edad escolar. El distrito puede usar cualquier fondo, propiedad o personal y puede permitir a cualquier persona con licencia de un médico o una enfermera registrada para administrar un agente de inmunización a cualquier estudiante cuyos padres hayan dado su consentimiento por escrito. A partir del 1 de enero de 2016, a los padres de los estudiantes de cualquier escuela, ya no se les permitirá presentar una exención por creencias personales a una vacuna que actualmente se exige. Una exención por creencias personales en los archivos de la escuela antes del 1 de enero de 2016 seguirá siendo válida hasta que el estudiante entre al siguiente grado en kindergarten (incluyendo el kindergarten de transición) o 7º grado.

Los estudiantes no están obligados a tener las vacunas si asisten a una escuela privada en el hogar o un programa de estudios independientes y no reciben instrucción en el aula. Sin embargo, los padres deben seguir proporcionando registros de inmunizaciones para estos estudiantes a sus escuelas. Los requisitos de inmunización no prohíben a los estudiantes el acceso a la educación especial y servicios relacionados requeridos por sus programas educativos individualizados.

Un estudiante que no tenga todas las vacunas puede ser excluido temporalmente de una escuela u otra institución cuando el niño/a haya sido expuesto a una enfermedad específica y cuyos documentos no prueben muestra de vacunación contra una de las enfermedades transmisibles descritas anteriormente.

La ley estatal requiere las siguientes inmunizaciones antes de que un niño pueda asistir a la escuela:

(a) Todos los nuevos estudiantes, de kínder transicional al grado 12, en el Distrito Escolar de _____ deben proveer prueba de las inmunizaciones contra la poliomielitis, difteria, tos ferina, tétanos, sarampión, paperas, rubéola y varicela.

(b) Todos los estudiantes en el kínder transicional o kínder también deben proveer prueba de las vacunas contra la hepatitis B.

(c) Todos los estudiantes en el séptimo grado también deben proveer prueba de la segunda vacuna que contiene sarampión y una vacuna de refuerzo de tosferina.

Se pueden conseguir inmunizaciones gratuitas o económicas para los niños _____. Por favor llame a _____ para más información.

Información sobre exención de la inmunización por motivos médicos o religiosos para su estudiante está disponible CAIR ME. Para obtener más información sobre las exenciones médicas, visite el siguiente sitio web: <https://cair.cdph.ca.gov/exemptions/home>.

Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207, and 48208

Instrucción para los Estudiantes con Discapacidades Temporales – CE 48206.3, 48207 y 48208

EC 48980(a): At the beginning of the first semester or quarter or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 48207 and 48208.

EC 48980(b): Requires the annual notification to advise the parent or guardian of the availability of individualized instruction as prescribed by EC 48206.3.

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact _____ for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences from the regular school program are excused until the pupil is able to return to the regular school program.

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education or a charter school.

Un alumno con una discapacidad temporal que hace que su asistencia a las clases regulares del día o al programa de educación alternativa en el cual el alumno está inscrito sea imposible o poco aconsejable deberá recibir enseñanza individualizada proporcionada en la casa del alumno por una hora al día. Por favor comuníquese con _ para más información.

Un alumno con discapacidades temporales, el cual está en un hospital u otro internado de salud, excluyendo un hospital estatal, se considerará haber cumplido con los requisitos de residencia para asistencia escolar en el distrito escolar en que está localizado el hospital.

Es la responsabilidad del padre o tutor notificar al distrito escolar en cual hospital u otro internado de salud esté localizado de la presencia del alumno con una discapacidad temporal. Al recibir la notificación, el distrito determinará dentro de cinco días hábiles si el alumno podrá recibir enseñanza individualizada de conformidad con el CE 48206.3 y, si la decisión es positiva, proveer la enseñanza dentro de cinco días hábiles.

El alumno con discapacidades temporales puede mantenerse inscrito y asistir a clases en el distrito de residencia o escuela autónoma, siempre y cuando no este confinado a un entorno hospitalario. El total de días de instrucción no puede exceder el máximo de 5 días, entre los dos entornos escolares ni duplicar la asistencia. Si es necesario, el distrito de residencia puede proveer instrucción en casa los días en los

cuales no recibe instrucción en el entorno hospitalario, dependiendo las órdenes temporarias del médico. El supervisor de asistencia debe asegurarse que las ausencias del programa escolar regular sean excusadas hasta que el estudiante pueda regresar al programa escolar regular.

Un diploma de secundaria honorario, que claramente se distingue del diploma de graduación, puede ser otorgado a un estudiante quien tiene una enfermedad terminal por el consejo escolar gobernante de residencia, la oficina educativa del condado o una escuela autónoma.

Internet Safety (optional as applicable)

Seguridad de Internet

School districts may consider informing parents or guardians about the danger use of the internet may pose to minors. In particular, websites being used by child predators and cyber bullies. A sample internet safety letter developed by the California Department of Education is provided in this document. There is no current law, but common sense calls laymans' terms.

Parents are warned to supervise the internet use by their child. A sample letter from the California Department of Education is available with this notification.

Se advierte a los padres que supervisen el uso de Internet por parte de sus hijos. Una carta modelo del Departamento de Educación de California está disponible con esta notificación.

Involuntary Transfer – EC 48980(m), 48929

Transferencia involuntaria– CE 48980(m), 48929

Requires a school district that elects to adopt a policy regarding the transfer of a pupil convicted of violent felony or misdemeanor if he or she and the victim of the crime for which the pupil was convicted are enrolled in the same school to inform parents or guardians of the policy as part of the annual notification. The policy, as specified in EC 48929, shall contain all of the following conditions:

- 1. A requirement that the pupil and pupil's parent or guardian be notified of the right to request a meeting with the school principal or designee of the school or school district.*
- 2. A requirement that the school first attempt to resolve the conflict before transferring a pupil, including, but not limited to, using restorative justice, counseling, or other services.*
- 3. Whether the decision to transfer a pupil is subject to periodic review and the procedure for conducting the review.*
- 4. The process to be used by the governing board of the school district to consider and approve or disapprove of the recommendation of the school principal or other school or school district designee to transfer the pupil.*

A school administrator may recommend an involuntary transfer of a student if convicted of a violent crime and if the victim attends the same school. Parents must be notified in writing and have the right to a meeting with the administration. The school will first attempt to resolve any conflict prior to transferring. Periodic reviews will be considered for returning to the school site if there is no on-going danger to either student or others on campus. The school board makes the final decision.

Un administrador escolar puede recomendar una transferencia involuntaria de un estudiante si es declarado culpable de un crimen violento y si la víctima asiste a la misma escuela. Los padres deben ser notificados por escrito y tienen derecho a una reunión con la administración. La escuela primero intentará resolver cualquier conflicto antes de la transferencia. Se considerarán revisiones periódicas para regresar a la escuela si no hay peligro continuo para el estudiante o para otras personas en la escuela. La junta escolar toma la decisión final.

Jurisdiction – EC 44807 (optional as applicable)

Jurisdicción – CE 44807

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

El profesorado se encargará de que los estudiantes sean responsables en su conducta al ir y venir de la escuela, en el patio de recreo, o durante el descanso.

Juvenile Court School Pupils: Graduation Requirements and Continued Education Options - EC 48645.3, 48645.7, and 49076

Alumnos de la Escuela del Eribunal de Menores: Requisitos de Graduación y Opciones de Educación Continua - CE 48645.3, 48645.7 y 49076

Students may return to their school of origin from their placement in a juvenile court school to reduce the gap in the academic achievement of children in out-of-home care. The probation officer may access records to make the appropriate placement for the student following release from juvenile court school placement. Requires the county office of education, when a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, to notify the pupil, the educational rights holders, the pupil's social worker or probation officer all of the following: The pupil's right to a diploma issued by the school district of residence if he or she completed the graduation requirements while being detained. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended before detention or in the alternative, the county superintendent of schools may issue the diploma. How taking coursework and other requirements adopted by the governing board of the county office of education or continuing education upon release from the juvenile detention facility will affect the pupil's ability to gain admission to a postsecondary educational institution. Information about transfer opportunities available through the California Community Colleges. The pupil's or the education rights holder's, as applicable, option to allow the pupil to defer or decline the diploma and take additional coursework. If the county office of education fails to provide timely notice, the pupil shall be eligible for the diploma once notified, even if that notification occurs after termination of the court's jurisdiction over the pupil. In addition the statewide minimum course work, if a county office of education determines that the pupil could benefit from the coursework and other requirements adopted by the governing board of the county office of education, the county office of education shall do both of the following: Inform the pupil of his or her option to take coursework and other requirements adopted by the governing board of the county office of education. Permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board of the county office of education, and to defer the granting of the diploma until the pupil is released from the juvenile detention facility. The County Office of Education will notify the educational rights holder, or pupil if they are over 18, upon the release from a juvenile detention facility: The option to decline the issuance of the diploma for the purpose of enrolling the pupil in a school operated by a local educational agency or charter school to take additional coursework. Advise the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, to consider, when deciding whether to elect to decline the diploma, whether the pupil is highly likely to do all of the following: Enroll in a school operated by a local educational agency or charter school. Benefit from continued instruction. Graduate from high school. If a juvenile court school pupil who is entitled to receive a diploma by completing the state minimum coursework requirements is not granted a diploma or if the pupil or the education rights holder, as applicable, has previously deferred or declined a diploma after completing the state minimum requirements, a county office of education shall grant a diploma if it is requested by the education rights holder or the pupil if they are over the age of 18. If a juvenile court school pupil is entitled to a diploma by completing the state minimum coursework requirements, a county office of education shall not revoke that eligibility. If a former juvenile court school pupil is entitled to a diploma by completing the state minimum coursework that right shall continue to apply after the termination of the court's jurisdiction over the pupil.

A juvenile court school student has the right to a diploma issued by the school district of residence if he or she completed the graduation requirements while being detained. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended before detention or in the alternative, the county superintendent of schools may issue the diploma. Please contact the County Office of Education with any questions regarding graduation requirements if your child is placed in a court school as a ward of the court.

Un estudiante de una escuela de la corte de menores tiene derecho a un diploma emitido por el distrito escolar de residencia si completó los requisitos de graduación mientras estaba detenido. El distrito escolar de residencia expedirá al alumno un diploma de la escuela a la que asistió por última vez antes de la detención o, como alternativa, el superintendente de escuelas del condado puede expedir el diploma.

Por favor comuníquese con la Oficina de Educación del Condado si tiene alguna pregunta sobre los requisitos de graduación si su hijo es colocado en una escuela de la corte bajo la tutela de la corte.

Medical or Hospital Service – EC 49472

Servicios Médicos y de Hospital – CE 49472

School districts may provide, or make available, medical or hospital service, or both, for injuries to pupils of the district arising out of accidents related to school activity or attendance. Pupils are not required to accept such service without the consent of his or her parent or guardian. Choose ONE option.

EC 49471: Requires school districts maintaining middle or high school to notify, in writing, the parent or guardian of each pupil participating in an athletic activity, when the district does not provide medical and hospital services for pupils of the district injured while participating in athletic activities.

Services Not Provided (Option 1)

The School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

El Distrito Escolar no provee o pone a disposición los servicios médicos o de hospital para estudiantes que se lastiman en accidentes relacionados con actividad o asistencia escolar.

Services Provided (Option 2)

The School District may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance for injuries to pupils arising out of accidents related to school activity or attendance. No pupil is required to accept such service without the consent of his/her parent or legal guardian.

El Distrito Escolar proveerá o pondrá a disposición los servicios médicos o de hospital por medio de miembros de corporaciones no lucrativos, sufragando el costo de servicios médicos o de hospital, o por pólizas de grupo, exhaustivos o individuos de seguro contra accidentes o por pólizas de seguro de responsabilidad civil para lesiones a estudiantes sugiriendo de accidentes relacionados con actividad o asistencia escolar. Ningún alumno es requerido aceptar tal servicio sin el consentimiento de su padre o tutor legal.

Medical Records Sharing – HSC 120440 (optional as applicable)

Intercambio de Registros Medicos – CSS 120440

Requires a school district planning to provide information from pupils' medical records to an immunization system to inform students or parents or guardians of the following Medical information may be shared with local health departments and the State Department of Health Services

- 1. The name and address of the State Department of Health Services or of the immunization registry with which the school will share the information*
- 2. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, child care facilities, family child care homes, WIC service providers, county welfare departments, foster care agencies, and health care plans*
- 3. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified*
- 4. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it*
- 5. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.*
- 6. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health.*

Students or parents or guardians may refuse to permit record sharing. Notification may be provided by ordinary mail and must include reasonable means for refusal, such as return form or contact telephone number.

Los estudiantes, padres o tutores pueden negarse a permitir el intercambio de registros. La notificación se puede proporcionar por correo ordinario y debe incluir medios razonables de rechazo, como un formulario de devolución o un número de teléfono de contacto.

Medication Regimen – EC 49423, 49480

Régimen de Medicamento – CE 49423, 49480

Requires the school district to allow self-medication with a release for the school nurse from the health care provider, thus releasing the school personnel from civil liability. Requires the school district to inform the parents or legal guardians of all pupils in the district of the following:

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or **[other contact person]** of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the medication on the pupil.

Any pupil who is required to take, during the regular schoolday, medication prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken requesting the school nurse to assist the pupil with prescribed medication as set forth in the physician statement. Student may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting that the student self-administer. All requests are to be approved by school nurse prior to use.

*El padre o tutor legal de cualquier alumno tomando medicamentos en forma regular debe informar a la enfermera escolar o **[other contact person]** del medicamento tomado, la dosis corriente, y el nombre del médico que lo está supervisando. Con el consentimiento del padre o tutor legal, la enfermera escolar puede comunicarse con el médico y puede aconsejar al personal escolar de los posibles efectos que la medicina puede causar al alumno.*

Cualquier alumno que deba o debe tomar, durante el día escolar regular, los medicamentos recetados por un médico pueden ser asistidos por la enfermera de la escuela u otro personal escolar designado si el distrito escolar recibe una declaración escrita de instrucciones del médico que detalla el método, la cantidad y horarios por los cuales se tomará dicha medicación solicitando a la enfermera de la escuela que ayude al alumno con la medicación prescrita como se establece en la declaración del médico. El estudiante puede llevar y auto administrarse epinefrina auto inyectable o medicamentos para el asma inhalados si el distrito escolar recibe tanto una declaración escrita de instrucciones del médico que detalla el método, la cantidad y los horarios en los que se tomará dicho medicamento como una declaración escrita del padre o tutor solicita que el alumno se auto administra. Todas las solicitudes deben ser aprobadas por la enfermera de la escuela antes de su uso.

Note: Guidance from the California Department of Education provides a sample checklist that may be given to parents and guardians when children need medication at school. The checklist can be found at: <http://www.cde.ca.gov/ls/he/hn/medassist.asp>.

Districts may consider including the following in the annual notification: (optional as applicable)

1. **Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.**
2. **If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480).**
3. **If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider, who is licensed to practice in California. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423).**
4. **As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.**
5. **All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.**
6. **Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.**
7. **Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.**
8. **Medicinal cannabis may be administered at school by parent according to local district adopted policy, which must include: no disruption of educational environment or exposure of cannabis to other students, parent administration only – no staff members to administer cannabis, removal of any remaining cannabis and packaging from school site, parent method to sign in and out for administration and medical recommendation to be kept on file according to confidential health records. The use of smoke or vape forms of cannabis is expressly forbidden on school campus.**
9. **Know and follow the medicinal policy of your child's school. The school board may amend or rescind any of their policies for any reason in a public board meeting.**
1. *Hable con el médico de su niño para establecer un horario para que su niño no tenga que tomar la medicina mientras que esté en la escuela.*
2. *Si su niño está tomando medicina regularmente por un problema de salud continuo, aunque él o ella solamente toma la medicina en el hogar, provee un aviso escrito a la enfermera o personal designado de la escuela al principio de cada año escolar. Debe poner en una lista la medicina tomada, la cantidad corriente, y el nombre del médico que la recetó (CE 49480).*
3. *Si su niño tiene que tomar la medicina mientras que esté en la escuela, provee a la escuela un aviso escrito de parte de usted y un aviso escrito de parte del médico u otro proveedor de asistencia sanitaria de su niño quien tiene licencia para practicar en California. Provee avisos nuevos y actualizados al principio de cada año escolar y cuando hay cualquier cambio en medicamento, instrucciones, o médico (CE 49423).*
4. *Como padre o tutor, debe proporcionar a la escuela todos los medicamentos que su niño debe tomar durante el día escolar. Usted u otro adulto debe llevar a la escuela la medicina a la escuela, salvo la medicina que su niño está autorizado llevar y tomar por sí mismo.*
5. *Todos los medicamentos controlados, como Ritalin, debe estar contados y documentados en un diario médico cuando lo lleve a la escuela. Usted u otro adulto que llevó la medicina verificará la cuenta por su firma en el diario.*

6. *Cada medicina que debe tomar su niño en la escuela debe estar en un recipiente separado llevando una etiqueta por un farmacéutico licenciado en los Estados Unidos. El recipiente debe poner en lista el nombre de su niño, el nombre del médico, nombre de la medicina, y las instrucciones de cuándo y tanto se toma.*
7. *Recoja todos los medicamentos suspendidos, anticuados, y/o no usados antes del fin del año escolar.*
8. *Cannabis medicinal podría ser administrado en la escuela por medio de los padres de acuerdo con la política adoptada por el distrito local, que debe incluir: no interrumpir el entorno educativo o la exposición del cannabis a otros estudiantes, solo la administración de los padres: ningún miembro del personal administrará el cannabis, eliminará el resto del cannabis y el empaquetado del sitio escolar, el método de los padres para iniciar y cerrar la sesión para la administración y recomendación médica debe mantenerse en el archivo de acuerdo con los registros de salud confidenciales. El uso de humo o vapores de cannabis de un cigarillo electrónico está expresamente prohibido en el campus escolar. [La Ley de Uso Compasivo de 1996, luego la promulgación de la Ley de Jojo autoriza a la mesa directiva escolar, la mesa directiva del condado, o autorizando a la escuela autónoma a aprobar la administración de cannabis].*
9. *Conozca y siga la norma de medicamento de la escuela de su niño. La mesa directiva escolar puede enmendar o rescindir cualquiera de sus políticas por cualquier motivo en una reunión pública de la mesa directiva.*

Megan's Law – PC 290 (optional as applicable)

Ley de Megan – CP 290

Assembly Concurrent Resolution 72 (Resolution Ch. 122, 1997) strongly encourages school districts to inform parents or guardians about the availability of Megan's Law information in the annual notification, however it is not required.

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

Se puede encontrar información acerca de los registros de ofensores sexuales en California en el sitio web del Departamento de Justicia de California, <http://meganslaw.ca.gov/>. El sitio web también proporciona información a cómo proteger a si mismo y a su familia, hechos acerca de los ofensores sexuales, fichero de preguntas frecuentes, y los requisitos de registración del ofensor sexual en California.

Mental Health - EC 49428

Salud Mental – CE 49428

Requires a school, district, or charter school to provide information regarding initiating mental health services access in school or the community, or both, twice per school year by notifications, website, electronic or hardcopy, social media, orientation packets, enrollment packets, or any of these means. [Districts and charter schools must provide information on how to initiate mental health services on campus and in the community. Fill in these blanks with the information on how to get the initial referral, whom to contact, and perhaps an email, phone number, or address to give as much information possible to help the parents or students start the intake process.]

In order to initiate access to available pupil mental health services, you may contact the following mental health provider: _____ at _____. Our school district will notify parents at least twice per year. This is one time through our Annual Notifications, we will also notify you again a second time each school year, by the following means:

_____.

Para iniciar el acceso a servicios de salud mental disponibles para el estudiante, usted se puede comunicar al siguiente proveedor de salud mental: _____ al

_____. Nuestro distrito escolar le notificara a los padres por lo menos dos veces al año. Este es el primer aviso a través de nuestra Notificación Anual, les notificaremos de nuevo una segunda vez cada año escolar de la siguiente manera _____.

Migrant and Newly Arrived Immigrant Pupils: Graduation Requirements and Continued Education Options – EC 48204.7, 51225.1, 51225.2 and 54444.2
Alumnos Migrantes e Inmigrantes Rllegados: Requisitos de Graduación y Opciones de Educación Continua - CE 48204.7, 51225.1, 51225.2 y 54444.2

Notice shall be provided in language that the parent and student understand within 30 days of migration: When a pupil completes the state minimum coursework requirements and becomes eligible for a diploma, to notify the pupil, the educational rights holders all of the following: The pupil's right to a diploma issued by the school district of residence if he or she completed the graduation requirements for high school student who transferred in their 3rd or 4th year of high school from another country or other school district. The school district of residence shall issue to the pupil a diploma from the school the pupil last attended after the transfer and accept coursework satisfactorily from the school previously attended, as well as from a country other than the United States. The district or charter school will explain how taking coursework and other requirements adopted by the governing board or charter school or continuing education upon transfer will affect the pupil's ability to gain admission to a postsecondary educational institution. Information about transfer opportunities available through the California Community Colleges. The pupil's or the education rights holder's, as applicable, option to allow the pupil to take additional coursework for a 5th year of high school toward an achievable diploma requirement. If the district or charter school fails to provide timely notice, the pupil shall be eligible for the diploma once notified, even if that notification occurs after the initial transfer. In additional the statewide minimum course work and other requirements adopted by the governing board of the district or charter school shall do both of the following: inform the pupil of his or her option to take coursework and other requirements adopted by the governing board; permit the pupil, upon agreement with the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, upon agreement with the person holding the right to make educational decisions for the pupil, to take coursework or other requirements adopted by the governing board, to take additional coursework for a 5th year of high school; advise the pupil, if the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, to consider enrollment in a school operated by the local educational agency or charter school, benefit from continued instruction, and graduate from high school with a diploma; if a pupil participating in a newcomer program is exempted from local graduation requirements, the exemption shall continue to apply after the pupil no longer meets the definition of a "pupil participating in a newcomer program" while he or she is enrolled in school or if the pupil transfers again to another school, including a charter school, or school district during the 3rd or 4th year of high school. Students and parents of migratory children shall not request a transfer solely to qualify for this exemption.

[Provide in primary home language for students who transfer between 3rd/4th year in high school]

Your child is eligible for a state minimum coursework diploma, which will limit the entrance to higher education to community college. However, if you should choose an option for a 5th year of high school, your child may earn a diploma according to our board approved graduation guidelines that may make your child eligible for UC or CSU applications. These two options of minimum state or local graduation requirements with a 5th year of school are for students who are from a migrant family, eligible for a newcomer program, or who have not been advised within the first 30-days upon transfer in their 3rd or 4th year of high school. Contact our counseling office to determine eligibility. Students and parents of migratory children shall not request a transfer solely to qualify for this exemption.

As a public school that receives migrant education funds, our school is actively looking for parent involvement in the planning, operation, and evaluation of our programs. The parents have the authority to decide who may participate on the oversight council. If you are interested, or if you know other parents of migratory students who are interested in this council, please contact _____.

Su hijo es elegible para un diploma estatal de cursos mínimos, que limitará la entrada a la educación superior en un colegio comunitario. Sin embargo, si elige la opción para un quinto año de escuela secundaria, su hijo puede obtener un diploma de acuerdo con nuestras pautas de graduación aprobadas por la junta que pueden hacer que su hijo sea elegible para solicitudes de UC o CSU. Estas dos opciones de requisitos mínimos de graduación estatales o locales con un quinto año de escuela son para estudiantes que provienen de una familia migrante, que son elegibles para un programa

para recién llegados o que no han sido informados dentro de los primeros 30 días después de la transferencia en su 3ro o 4to año de bachillerato. Comuníquese con nuestra oficina de consejería para determinar la elegibilidad. Los estudiantes y padres de niños migratorios no deberán solicitar una transferencia únicamente para calificar para esta exención.

Como escuela pública que recibe fondos para la educación para inmigrantes, nuestra escuela busca activamente la participación de los padres en la planificación, operación y evaluación de nuestros programas. Los padres tienen la autoridad para decidir quién puede participar en el consejo de supervisión. Si está interesado o si conoce a otros padres de estudiantes migratorios que estén interesados en este consejo, comuníquese con _____.

Notice of educational rights of migrant children must be disseminated at places where children receive services, such as schools, shelters, and migrant centers.

Minimum & Pupil-free Staff Development Days – EC 48980(c)

Días de Desarrollo del Personal Mínimos y Sin Alumnos - CE 48980 (c)

EC 48980 (c) Requires the annual notification to advise parents and guardians of all pupils attending a school of the schedule of minimum days and pupil-free staff development days. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school should notify parents and guardians of affected pupils as early as possible, but not later than one month prior to the scheduled day. To meet this notification requirement schools may include the school calendar with the annual notification.

The school calendars are included with this annual notification. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school will notify parents and guardians of affected pupils as early as possible, with at least one-month advanced notice.

Los calendarios escolares se incluyen con esta notificación anual. Si se programan días de desarrollo del personal mínimos o sin alumnos después del comienzo del año escolar, la escuela notificará a los padres y tutores de los alumnos afectados lo antes posible, con al menos un mes de anticipación.

Nondiscrimination Statement – EC 221.8

Declaración No Discriminatoria – CE 221.8

Discrimination in education programs and activities is prohibited by state and federal law. Education Code 200 et seq. requires school districts to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in education. State law, as provided in EC 221.5, specifically prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin. Title IX of the Education Amendments of 1972 and Title IV of the Civil Rights Act of 1964, also prohibits discrimination on the basis of gender. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. The Office for Civil Rights of the U.S. Department of Education has authority to enforce federal laws in all programs and activities that receive federal funds.

The _____ School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or

association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact: _____.

Distrito Escolar _____ se compromete a proporcionar un ambiente seguro y de igualdad de acceso y oportunidad para todos los individuos en la educación. Los programas de apoyo educacional y académicos, los servicios y actividades del Distrito, serán libres de discriminación, hostigamiento, intimidación y acoso hacia cualquier individuo por motivos de su raza, color, ascendencia, nacionalidad, identificación de un grupo étnico, edad, religión, estado civil o de paternidad, discapacidad física o mental, sexo, orientación sexual, género, identidad de género, o expresión de género actual; la percepción de una o más de una de estas características; o la asociación con una persona o grupo con una o más de estas características actuales o percibidas. Específicamente, la ley del estado prohíbe la discriminación por motivo de género en la inscripción, consejería, y la disponibilidad de educación física, actividades atléticas, y deportivas. A los estudiantes transgénero se les debe permitir participar en programas y actividades escolares segregadas por género (por ejemplo, equipos atléticos, competencias deportivas, y excursiones escolares) y a usar las instalaciones que sean consistentes con su identidad de género. El Distrito asegura que por falta de habilidades en inglés no habrá barrera de admisión o participación en programas del Distrito. Quejas de discriminación ilegal serán investigadas a través del Proceso Uniforme para presentar Quejas. Tales quejas se deben presentar no más tarde de seis meses después de que el conocimiento de la supuesta discriminación fue obtenido por primera vez. Para obtener una forma de quejas o más información, por favor comuníquese con _____.

Notice of Alternative Schools – EC 58501

Aviso de Escuelas Alternativas – CE 58501

The following notice shall be sent along with the notification of parents and guardians required by EC 48980. In addition, a copy shall be posted in at least two places, normally visible to pupils, teachers, and visiting parents in each attendance unit, for the entire month of March in each year.

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

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

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

“Aviso de Escuelas Alternativas” La ley estatal de California autoriza a todos los distritos escolares proveer escuelas alternativas. El Código de Educación 58500 define una escuela alternativa como una escuela o grupo de clases separadas dentro de una escuela la cual opera de manera designada para:

(a) Maximizar la oportunidad de que los estudiantes desarrollen sus valores positivos independientes, iniciativa, amabilidad, espontaneidad, ingenio, valor, creatividad, responsabilidad, y alegría.

(b) Reconocer que el mejor aprendizaje ocurre cuando el alumno aprende por su deseo de aprender.

(c) Mantener una situación al máximo de aprendizaje de automotivación y apoyando al estudiante a que siga sus intereses y a su tiempo. Estos intereses tal vez sean concebidos por él/ella totalmente e independientemente o puede resultar en todo o en parte de una presentación de proyectos de aprendizajes seleccionados por sus maestros.

(d) Maximizar la oportunidad para que los maestros, padres, y estudiantes desarrollen cooperativamente el proceso de aprendizaje y la materia de la que se trata. Esta oportunidad será un proceso continuo y permanente.

(e) Maximizar la oportunidad para que los estudiantes, maestros, y padres reaccionen continuamente al mundo cambiante, incluyendo, pero no limitado a, la comunidad en la cual está localizada la escuela. En caso de que algún padre, alumno o maestro esté interesado en más información sobre las escuelas alternativas, el superintendente de las escuelas, la oficina administrativa de este distrito, y la oficina del director de su área de asistencia, tienen copias de la ley disponible para su información. Esta ley particularmente autoriza a las personas interesadas en solicitar a la junta gobernante del distrito establecer programas de escuelas alternativas en cada distrito.

Off-campus Lunch – EC 44808.5 (9-12)

Almuerzo Fuera del Campus – CE 44808.5 (9-12)

School districts may permit students enrolled at any high school to leave the school grounds during the lunch period. The school district and its officers or employees are not liable for the conduct or safety of any student who leaves school grounds during lunch period.

In the event that a school district provides for an open campus lunch, it shall send the following notice along with the notification of parents and guardians required by Section 48980:

The governing board of the _____ School District, pursuant to Education Code 44808.5, has decided to permit the students enrolled at _____ High School to leave the school grounds during the lunch period.

Neither the school district nor any officer or employee thereof shall be liable for the conduct nor has safety of any pupil during such time as the pupil left the school grounds pursuant to this section.

La mesa directiva del Distrito Escolar de _____, de acuerdo con el Código de Educación 44808.5, ha decidido permitir a los estudiantes inscritos en la Preparatoria _____ salir del plantel de la escuela durante la hora del almuerzo.

Ni el distrito escolar ni ningún oficial o empleado de ese será responsable del comportamiento o seguridad de cualquier alumno durante tal tiempo que el alumno ha salido del plantel de la escuela de acuerdo con esta sección.

Open Meetings: Public Comments: Translation – GC 54954.3

Reuniones Abiertas: Comentarios del Público: Traducción - CG 54954.3

Requires local agencies to provide at least twice the allotted time for public comment to speakers who require translation services.

As a parent, you have a right to participate in open meetings with the school district or charter school. If you require a translator, one will be provided to you with the time allotment doubled to allow for both English and primary language translation.

Como padre, tiene derecho a participar en reuniones abiertas con el distrito escolar o la escuela autónoma. Si necesita un traductor, se le proporcionará uno con el tiempo asignado al doble para permitir la traducción al inglés y al idioma principal.

Oral Health Assessment – EC 49452.8 (K-8)

Evaluación de la Salud Oral – CE 49452.8 (K-8)

Requires a pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, to no later than May 31st of the school year present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

Note: The California Department of Education has developed a standardized notification form to be used by each school district. Forms in English and Spanish are available at: <http://www.cde.ca.gov/ls/he/hn/oralhealth.asp>.

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

Documento de una evaluación dental realizada por parte de una dentista profesional se requiere de todos en el kindergarten y el primer grado asistiendo a la escuela pública por la primera vez. Las evaluaciones dentales deben ser realizadas dentro de los 12 meses antes del ingreso o antes del 31 de mayo del primer año escolar del alumno.

Parent Engagement- School Accountability – EC 11500, 11501, 11502, 11503

Compromiso de Padres- Rendición Escolar – CE 11500, 11501, 11502, 11503

Local districts will provide parent and family engagement programs to positively influence their children's education.

To participate in the district offerings of parent education and to provide parental input to the local training programs for parents, please contact the following district representative for more information on how you may contribute:_____.

Para participar en ofrecimientos educacionales del distrito para padres o para proveer aportación paternal a los programas de entrenamiento locales para padres, favor de comunicarse al siguiente representante del distrito para más información acerca de cómo usted puede contribuir _____.

Parent Participation in School Meetings and Conferences - LC 230.8

Regulación de Empleo y Supervisión General de Ocupaciones - CL 230.8

Parents may fear discrimination in hiring or discharge by an employer if they take time off work to attend school meetings. The following labor code indicates that parents have time allowed for these purposes.

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for your children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or

school emergency, behavior or discipline problem that requires immediate parent attention, sudden school closure, or natural disaster. (Parent” means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends or otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code 230.8 for more details.

Si el empleador de los padres tiene 25 o más empleados, se debe permitir que los padres asistan a las reuniones y eventos escolares para sus hijos, hasta un máximo de 40 horas cada año sin discriminación ni temor a perder el trabajo. Los propósitos para asistir a actividades relacionadas con los niños incluyen: inscripción en los grados 1-12, para abordar el problema de cuidado infantil o emergencia escolar, comportamiento o disciplina que requiere atención inmediata de los padres, cierre repentino de la escuela o desastre natural. (Padre "significa un padre, tutor, padrastro, padre adoptivo o abuelo de, o una persona que interviene). Si un empleador despidе, amenaza con despedir, degradar, suspender o de otra manera discrimina al padre, el empleado puede tener derecho para el reintegro y reembolso por pérdida de ingresos o beneficios. Ver Código Laboral 230.8 para más detalles.

Pesticide Products – EC 17612 and 48980.3

Productos Pesticidas – CE 17612 y 48980.3

EC 48980.3: Requires the annual notification to include information on pesticide products as specified in EC 17612(a).

EC 17612(a): Requires a school to annually provide to all staff and parents or guardians of pupils enrolled at a schoolsite written notification of the name of all pesticide products expected to be applied at the schoolsite during the upcoming year. The notice shall identify the active ingredient(s) in each pesticide product, an Internet address on pesticide use and reduction developed under Food and Agricultural Code 13184, the Internet address where the schoolsite integrated pest management plan may be found if the schoolsite has posted the plan, and any other information deemed necessary by the school designee. The notice shall provide staff and parents or guardians the opportunity to register with the school if they wish to receive notification of individual pesticide applications at the school. A sample Pesticide Notification Request letter is provided on pages 92-93.

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact _____. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application an Internet address on pesticide use and reduction, and the Internet address where the schoolsite integrated pest management plan may be found if the schoolsite has posted the plan.

Para obtener una copia de todos los productos de pesticidas y el uso esperado en el plantel escolar durante el año, y para recibir una notificación de cada uno de los pesticidas aplicados en la escuela por lo menos 72 horas antes de la aplicación, por favor comuníquese con _____. La notificación identificará los ingredientes activos en cada uno de los productos, la fecha en que se espera que se apliquen y la dirección del Internet sobre el uso y reducción de pesticida, y la dirección de Internet donde el plan escolar del manejo integrado de pesticidas se puede encontrar si la escuela lo ha anunciado.

Physical Examination – EC 49451; 20 USC 1232h

Examen Físico – CE 49451

EC 48980(a): At the beginning of the first semester or quarter of the regular school term, the school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under EC 49451.

20 USC 1232h: Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or is expected to be scheduled that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and is not necessary to protect the immediate health and safety of the pupil or other pupils. Notification to offer parents an opportunity to opt pupils out of participation in the activity. Requires school district to develop policy, in consultation with parents, regarding the administration of physical examinations or screenings that the school may administer to a pupil. Requires notification to parents of pupils enrolled in schools served by the district of the adoption or

continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

Un padre o tutor puede presentar una declaración anualmente por escrito al director de la escuela, firmado por el padre o tutor legal, que no consentirá a exámenes físicos del alumno. Sin embargo, cuando exista una buena razón para creer que el alumno sufre de una enfermedad reconocida como contagiosa o infecciosa, se le deberá mandar a casa y no se le permitirá regresar hasta que las autoridades de la escuela estén convencidas de que no existe ninguna enfermedad contagiosa o infecciosa.

Note: Physical examinations that schools are required to conduct include sight and hearing testing under EC 49452 and scoliosis screening under EC 49452.5. Schools may screen for type 2 diabetes mellitus under EC 49452.7. As indicated in EC 49451 and 20 USC 1232h, a parent or guardian may file a waiver of the examination requirement based on personal beliefs.

Pregnant and Parenting Pupils – EC 221.51, 222.5, 46015, 48205, and 48980 (9-12)

Estudiantes Embarazadas y de Crianza – CE 221.51, 222.5, 46015, 48205, and 48980 (9-12)

School districts will accommodate pregnant and parenting students in preparation for delivery and provide postpartum leave, and an opportunity to continue their academic pathway, protected under Uniform Complaint Procedures, and provided notifications. Excused absence for care of sick child is added for parenting minors without a doctor note requirement.

The governing board of the _____ [school district or charter school] will treat both the pregnant teen mother and the teen father with the same accommodations, regardless of sex. The teen parents may not be excluded from any class or extracurricular activities, solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or post-partum recovery. Physical and emotional ability to continue may only be determined by physician or nurse practitioner. Pregnant or parenting pupils may not be required to participate in pregnant minor programs or alternative programs, with the exception of personal choice.

Parental rights will be an option available in annual notifications or at semester term periods, welcome packets, orientation, online or in print, or in independent study packets as provided to all regular students from school districts or charter schools.

Parental leave for eight weeks for preparation of birth of infant, post-partum for mental and physical health needs of the teen parents and to bond with infants, or any additional medically approved time to protect the infant or parents is allowed. Any additional time due if deemed medically necessary, as prescribed by physician or nurse practitioner. The pregnant and parenting teens are not required to take all or part of the leave to which they are entitled. Leave will be approved by the district or charter school supervisor of attendance, as excused absence, with a unique code similar to independent study. However, no work is required during the leave. Upon return, the parenting teens are entitled to return to the school courses that were in enrolled before taking leave. Make up plans and re-enrollment will be worked out with the school counselor or administrator to achieve an opportunity to fully participate in all activities, as before leave. If needed, parenting teen may enroll for a fifth year of instruction if on course for graduation requirements. If parenting teens were enrolled in an alternative school setting, a return to that environment is to be available as needed to achieve graduation. A pupil shall not incur any academic penalties due to using these available accommodations.

An illness for sick child does not require a doctor note for the custodial parenting teens; the mother or father will be excused by the attendance supervisor.

El consejo directivo del distrito escolar de _____ [distrito escolar o escuela autónoma] tratará a la madre adolescente embarazada y al padre adolescente con las mismas comodidades, sin importar el sexo. Los padres adolescentes no pueden ser excluidos de ninguna clase o actividades extracurriculares, únicamente basado en el embarazo, el parto, el embarazo falso, la interrupción del embarazo o la recuperación postparto. La capacidad física y emocional para continuar solo puede ser determinada por el médico o la enfermera. Las estudiantes embarazadas o padres de crianza no pueden ser obligados a participar en programas de menores embarazadas o programas alternativos, al menos que sea de elección personal.

Los derechos de los padres será una opción disponible en las notificaciones anuales o en períodos de semestre, paquetes de bienvenida, orientación, en línea o impresos, o en paquetes de estudio independientes según sean proporcionados a todos los estudiantes regulares de distritos escolares o escuelas autónomas.

Permiso parental de los padres durante ocho semanas para la preparación del nacimiento del bebé, posparto para las necesidades de salud mental y física de los padres adolescentes y para establecer vínculos con los bebés, o cualquier tiempo adicional aprobado médicamente para proteger al bebé o a los padres. Cualquier tiempo adicional debido, si es considerado médicamente necesario, según lo recetado por el médico o la enfermera. Los padres adolescentes embarazados y con hijos no están obligados a tomar todo o parte de la licencia médica a la que tienen derecho de tomar. La licencia médica será aprobada por el supervisor de asistencia del distrito o de la escuela autónoma, como ausencia justificada, con un código único similar al estudio independiente. Sin embargo, no se requiere ningún trabajo escolar durante la licencia médica. A su regreso, los padres adolescentes tienen derecho a regresar a los cursos escolares en que estaban inscritos antes de tomar su licencia médica. Los planes de recuperación y la reinscripción se elaborarán con el consejero o administrador de la escuela para lograr la oportunidad de participar plenamente en todas las actividades, como antes de tomar su licencia médica. Si es necesario, el padre adolescente puede inscribirse para un quinto año de instrucción si está en el curso para los requisitos de graduación. Si los padres adolescentes se inscribieron en un entorno escolar alternativo, habrá que volver a ese entorno según sea necesario para lograr la graduación. Un estudiante no incurrirá alguna multa académica debido al uso de estos alojamientos disponibles.

Una enfermedad para un niño enfermo no requiere una nota del doctor para los padres adolescentes con custodia; la madre o el padre serán excusados por el supervisor de asistencia.

Property Damage – EC 48904 (optional as applicable)

Daño a la Propiedad – CE 48904

If the school district has concerns about students damaging or not returning school district property, it may consider notifying parents or guardians of the following provision:

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

Los padres o tutores pueden ser responsables financieramente si su hijo daña cualquier propiedad de la escuela o si falla en regresar propiedad prestada a su hijo. La escuela reserva el derecho de no otorgar calificaciones, diplomas y/o prueba de calificaciones hasta que el cargo sea pagado.

Pupil Meals: EC 49557.5

Comidas para Alumnos: CE 49557.5

Per the United States Department of Agriculture memorandum SP 46-2016, the school district must notify parents, students and staff of the Meal Charge Policy on how students who pay the full or reduced price cost of a reimbursable meal are impacted by having insufficient funds on hand or in their accounts to purchase a meal. Districts are encouraged to include the policy in student handbooks. An offering of a meal should be made so that no child is left hungry, nor feel shamed for the unpaid

lunch bill, which is wholly a parent or guardian responsibility. The same treatment, same food choices, and not an alternative menu item, but a regular meal is to be offered to the child.

– Child Hunger Prevention and Fair Treatment Act of 2017 –

The _____ School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at (insert website, student handbook, etc.) or for a copy of the policy, please contact _____.

- Ley de Prevención del Hambre Infantil y Tratamiento Equitativo de 2017 –

El Distrito Escolar _____ tiene una Política de Cargos de Comida sobre cómo los estudiantes que pagan el costo total o reducido de una comida escolar se ven afectados por no tener suficiente efectivo a la mano o en su cuenta para comprar una comida. La Política de Cargos por Comidas se puede ver en (insertar sitio web, manual del estudiante, etc.) o para obtener una copia de la política, por favor comuníquese con _____.

Pupil Records Obtained from Social Media – EC 49073.6

Registros de Alumnos Obtenidos de Redes Sociales - CE 49073.6

Requires a school district, county office of education, or charter school that considers a program to gather or maintain in its records any information obtained from social media, as defined, of any enrolled pupil to first notify pupils and their parents/guardians about the proposed program, and to provide an opportunity for public comment at a regularly scheduled public meeting of the governing board before the adoption of the program. Once a program is adopted, the following information must be provided to parents/guardians as part of the annual notification:

- 1. Definition of “social media.”*
- 2. Assurance that the information gathered or maintained pertains directly to school or pupil safety.*
- 3. An explanation of the process by which a pupil or a pupil’s parent/guardian may access the pupil’s records for examination of the information gathered or maintained.*
- 4. An explanation of the process by which a pupil or a pupil’s parent/ guardian may request the removal of information or make corrections to information gathered or maintained.*
- 5. Notice that the information gathered and maintained shall be destroyed within one year after a pupil turns 18 years of age or within one year after the pupil is no longer enrolled, whichever occurs first.*

Other than the school newspaper and yearbook, the school may gather information in the forms of video, photograph, blog, texts, and emails, to maintain school and student safety. All social media information gathered will be destroyed within one year after the student turns 18 years old or one year after the student is no longer enrolled, whichever comes first.

Además del periódico y el anuario de la escuela, la escuela puede recopilar información en forma de video, fotografía, blog, textos y correos electrónicos, para mantener la seguridad de la escuela y los estudiantes. Toda la información de las redes sociales recopilada será destruida dentro de un año después de que el estudiante cumpla 18 años o un año después de que el estudiante ya no esté inscrito, lo que ocurra primero.

Pupil Records – EC 49063, 49069.7, 49070 and 20 USC 1232g

Registros de los Estudiantes – CE 49063 y 20 USC 1232g

Requires the school district to notify parents in writing upon initial enrollment and annually at the beginning of the school year of their rights concerning pupil records. Notice to take a form which reasonably notifies parents of the availability of the following specific information:

- 1. The types of records and information contained therein which are directly related to students and maintained by the institution.*
- 2. The position of the official responsible for the maintenance of each type of record.*

3. *The location of all official pupil records if not centrally located and the availability of qualified certificated personnel to interpret records, if requested.*
4. *The location of the log or record required to be maintained pursuant to Section 49064.*
5. *The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and paragraph (1) of subdivision (a) of Section 49076.*
6. *The policies of the institution for reviewing and expunging those records.*
7. *The right of the parent to access pupil records.*
8. *The procedures for challenging the content of pupil records.*
9. *The cost if any which will be charged to the parent for reproducing copies of records.*
10. *The categories of information which the institution has designated as directory information pursuant to Section 49073.*
11. *The right of the parent to file a complaint with the United States Department of Education, Family Policy Compliance Office, concerning an alleged failure by the district to comply with the provisions of FERPA.*

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the pupil's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access pupil records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a pupil seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents' request to access their pupil's educational records must be submitted in a written form to _____ and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of pupil records are available to parents for a fee of _____ per page.

Any challenge to school records must be submitted in writing to _____. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the pupil. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Un registro cumulativo, sea documentado por escritura, texto impreso, cinta, film, microfilm u otras maneras, debe mantenerse con la historia del desarrollo del alumno y el progreso educacional. El Distrito protegerá la privacidad de tales registros. Los padres/tutores legales tienen el derecho de 1) examinar y revisar el registro educacional del alumno mantenido por la escuela, 2) solicitar que la escuela corrija los registros que creen que son inexactos o engañosos, y 3) tener algo de control sobre la revelación de información de los registros educacionales. Los oficiales escolares con interés legítimo educativo podrán conseguir acceso a los registros del alumno sin el consentimiento del padre siempre que el oficial necesite revisar los registros para desempeñar su responsabilidad profesional. A la solicitud de oficiales de otro distrito escolar, en cual un alumno busca o intenta matricularse, el Distrito divulgará los registros educacionales sin el consentimiento del padre.

La solicitud del padre para conseguir acceso a los registros educacionales de su alumno debe ser presentado en una forma escrita a _____ y la escuela tendrá cinco días hábiles del día al recibo de la solicitud para proporcionar acceso a los registros. Copias de los registros escolares están disponibles para los padres a un costo de _____ por página.

Cualquier recusación a los registros escolares debe ser presentado por escrito a _____. Un padre recusando los registros escolares debe mostrar que los registros son 1) inexactos, 2) una conclusión o inferencia personal no comprobada, 3) una conclusión o inferencia fuera de la competencia del observador, 4) no basados en la observación de una persona nombrada con la hora y lugar de la

observación notada, 5) engañosos, o 6) en violación de la privacidad u otros derechos del alumno. Los padres tienen el derecho de presentar una queja con el Departamento de Educación de los Estados Unidos con respeto a una falta supuesta por el Distrito por no cumplir con las estipulaciones de la Ley de Derechos Educativos de la Familia y la Confidencialidad (conocida en inglés como FERPA), escribiendo a: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Ralph M. Brown Act: Required Notices and Agendas for Open Public

Meetings: GC 54954.2, 54956, 54956.5, 54954.2, 54954.5, 54957.1, 54957.7, and 54954.2(b)

Ley Ralph M. Brown: Notificaciones y Agendas Requeridas: Reuniones públicas
Abiertas: GCGC 54954.2, 54956, 54956.5, 54954.2, 54954.5, 54957.1, 54957.7, y 54954.2(b)

GC 54950-54963 Ralph M. Brown Act requires that postings are specified to notify the public of open meetings being held, discussions or decisions are made, when closed sessions are needed, protecting student identification and/or confidential, medical, or personally identifiable information:

- | | |
|---|-------------------------------|
| ▪ GC 54954.2. | <i>Regular Meetings</i> |
| ▪ GC 54956. | <i>Special Meetings</i> |
| ▪ GC 54956.5 | <i>Emergency Meetings</i> |
| ▪ GC 54954.2, 54954.5, 54957.1 and 54957.7. | <i>Closed Session Agendas</i> |
| ▪ GC 54954.2(b) | <i>Agenda Exception</i> |

REGULAR MEETINGS: Agenda in 20 words or less, posted within 72 hours of meeting.

SPECIAL MEETINGS: Twenty-four hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed.

EMERGENCY MEETINGS: One hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency.

CLOSED SESSION AGENDAS: All items to be considered in closed session **must be described in the notice or agenda for the meeting.** The body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session.

AGENDA EXCEPTION: Special procedures permit a body to proceed without an agenda in the case of emergency circumstances, or where a need for immediate action came to the attention of the body after posting of the agenda.

REUNIONES REGULARES: Agenda en 20 palabras o menos, publicada dentro de las 72 horas de la reunión.

REUNIONES ESPECIALES: Se debe proporcionar un aviso de veinticuatro horas a los miembros del cuerpo legislativo y los medios de comunicación, incluida una breve descripción general de los asuntos que se considerarán o debatirán.

REUNIONES DE EMERGENCIA: Un aviso de una hora en caso de interrupción del trabajo o actividad paralizante, excepto en el caso de una emergencia grave.

AGENDAS DE LA SESIÓN CERRADA: Todos los puntos a considerar en sesión cerrada deben describirse en el aviso o agenda de la reunión. El cuerpo debe anunciar oralmente el tema de la sesión cerrada. Si la acción final se toma en una sesión cerrada, el organismo generalmente debe informar la acción al final de la sesión cerrada.

EXCEPCIÓN DE LA AGENDA: Los procedimientos especiales permiten que un organismo proceda sin una agenda en el caso de circunstancias de emergencia, o cuando una necesidad de acción inmediata llamó la atención de la entidad después de la publicación de la agenda.

Release of Juvenile Information – WIC 827, 831 (optional as applicable)

Divulgar de Información Juvenil – CBI 827, 831

Juvenile court records should remain confidential regardless of the juvenile's immigration status. Specifically, juvenile information may not be released to federal officials unless there is a petition filed with the courts. Confidentiality is integral to the operation of the juvenile justice system in order to avoid stigma and promote rehabilitation for all youth. In the school setting, a juvenile's case file may be inspected by the superintendent or designee of the school district where the minor is enrolled or attending school, and members of multidisciplinary teams, persons, or agencies providing treatment or supervision of the minor.

When a minor enrolled in a kindergarten through grade 12 public school has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in PC 290, assault or battery, larceny, vandalism, or graffiti, written notice shall be provided by the court, within seven days, to the superintendent of the school district of attendance. The written notice shall include only the offense committed and the disposition of the minor's case. The superintendent shall then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the minor whom the principal believes needs the information to work with the pupil in an appropriate fashion, to avoid being needlessly vulnerable or to protect other persons from needless vulnerability. This is not a required notification, but is recommended.

Juvenile court records should be confidential regardless of the juvenile's immigration status. Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order.

Whenever a pupil has been found by a court to have committed any felony or misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense, assault or battery, larceny, vandalism, or graffiti, the court will provide a written notice to the superintendent of the school district of attendance. The superintendent will then provide the information to the principal at the school of attendance, who will disseminate the information to any administrator, teacher, or counselor directly supervising or reporting on the behavior or progress of the pupil, allowing them to work with the pupil in an appropriate manner.

Los expedientes judiciales deben ser confidenciales independientemente del estatus migratorio del menor. Sólo si se proporciona una orden judicial, se dará a conocer información del estudiante, se añadirá o será recibida por los agentes federales. La orden judicial debe indicar la aprobación previa del juez de la corte juvenil. De lo contrario, la información juvenil está protegida de la distribución y permanece privada sin una orden judicial.

Siempre que un tribunal haya declarado que un estudiante ha cometido algún delito grave o delito menor que implique el toque de queda, el juego, el alcohol, las drogas, los productos de tabaco, el portar armas, un asalto o batería sexual, el hurto, el vandalismo o el grafiti, el tribunal notificará por escrito al superintendente del distrito escolar de asistencia. El superintendente proveerá la información al director de la escuela de asistencia, quien diseminará la información a cualquier administrador, maestro o consejero que supervise directamente o informe sobre el comportamiento o progreso del alumno, permitiéndoles trabajar con el alumno en una manera adecuada.

Retroactive Grant of High School Diplomas: Departed/Deported Pupils: EC 51430 (9-12)

Subvención Retroactiva de Diplomas de Escuela Secundaria: Alumnos Abandonados/Deportados: CE 51430 (9-12)

Authorizes school districts to retroactively grant 12th grade students in good academic standing who have been deported involuntarily, a high school diploma. The bill also requires a school district, county office of education, or charter school to consider any coursework that may have been completed by the pupil outside of the United States or that may have been completed by the pupil through online or virtual courses.

The governing board of the _____ [school district or charter school] may **award** a diploma to any student who may have been deported outside the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or foreign classes.

El consejo directivo del distrito escolar de _____ [distrito escolar o escuela autónoma] puede otorgar un diploma a cualquier estudiante que haya sido deportado fuera de los EU, si es que está en buen estado después de completar el segundo año de la escuela secundaria. Cualquier transferencia de crédito fuera de los EU se considerará como completado a través de clases en línea o en el extranjero.

Requirement of Parent/Guardian School Attendance – EC 48900.1 (optional as applicable)

Requisito para la Asistencia Escolar del Padre/Tutor – CE 48900.1

A school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended from class by the teacher for an obscene act, profanity or vulgarity, disruption of school activities, or willful defiance of the teacher's authority, to attend a portion of the schoolday in the classroom of his or her child. This requirement may be part of a SARB panel agreement with the family, as well. If this is part of your district or SARB policy, we recommend that you provide the following parent notification, although not required.

Teachers may require the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his or her student's classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

Los maestros pueden requerir que el padre o tutor del estudiante quien fue suspendido por un maestro asista a una porción de ese día escolar en el salón de su estudiante. La asistencia del padre o tutor será limitada a la clase de la cual fue suspendido el estudiante. Una notificación por escrito será mandada al padre o tutor con respecto a la aplicación de este requisito. A los empresarios no se les permiten aplicar sanciones contra el padre o tutor para este requisito si el padre o tutor ha dado aviso razonable a su empresario.

Rights of Parents and Guardians to Information - EC 51101

Derechos de los Padres y Tutores a la información – CE 51101

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- (1) Within a reasonable period of time after making the request, to observe their child's classroom(s).
- (2) Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.

- (3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
- (4) To be notified on a timely basis if their child is absent from school without permission.
- (5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- (6) To request a particular school for their child, and to receive a response from the school district.
- (7) To have a school environment for their child that is safe and supportive of learning.
- (8) To examine the curriculum materials of their child's class(es).
- (9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- (10) To have access to the school records of their child.
- (11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- (12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- (13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- (14) To participate as a member of a parent advisory committee, schoolsite council, or site-based management leadership team.
- (15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- (16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

Los padres y tutores legales de los estudiantes matriculados en las escuelas públicas tienen el derecho y deben tener la oportunidad, como socios de apoyo mutuo y de respeto en la educación de sus hijos(as) en las escuelas públicas, que serán informados por la escuela, y de participar en la educación de sus hijos(as), de la siguiente manera:

- (1) *Dentro de un plazo de tiempo razonable después de haber hecho la solicitud, para observar la(s) clase(s) de su hijo(a).*
- (2) *Dentro de un tiempo razonable de su solicitud, para reunirse con el(los) maestro(s) de su hijo(a) y el director.*
- (3) *Para ofrecer voluntariamente su tiempo y recursos para la mejora de las instalaciones escolares y los programas de la escuela bajo la supervisión de los empleados del distrito, incluyendo, pero no limitado a, la prestación de asistencia en el aula con la aprobación y bajo la supervisión directa, del maestro(a).*
- (4) *Para ser notificado de manera oportuna si su hijo(a) falta a la escuela sin permiso.*
- (5) *Para recibir los resultados del desempeño de su hijo(a) en los exámenes estandarizados y exámenes a nivel estatal y de información sobre el desempeño de la escuela de su hijo(a) en los exámenes estandarizados a nivel estatal.*
- (6) *Para solicitar una escuela en particular para su hijo(a), y de recibir una respuesta del distrito escolar.*
- (7) *Para tener un ambiente escolar para su hijo(a) que es seguro y que apoya el aprendizaje.*
- (8) *Para examinar los materiales del plan de estudios de clase(s) de sus hijos(as).*
- (9) *A ser informado del progreso de su hijo(a) en la escuela y del personal apropiado de la escuela a quién deben contactar en caso de problemas con sus hijos(as).*
- (10) *Para tener acceso a los registros escolares de su hijo(a).*
- (11) *Para recibir información acerca de los estándares académicos de desempeño, competencias o habilidades que se espera que su hijo(a) pueda lograr.*

- (12) *Para estar informado de antemano sobre las reglas escolares, incluidas las normas disciplinarias y los procedimientos, políticas de asistencia, códigos de vestimenta, y procedimientos para visitar la escuela.*
- (13) *Para recibir información acerca de cualquier prueba psicológica que la escuela realice que implique a su hijo(a) y para negar el permiso para dar la prueba.*
- (14) *Para participar como miembro de un comité de padres de asesoramiento, consejo escolar, o el equipo de liderazgo de la administración basada en el sitio.*
- (15) *Para cuestionar cualquier información en el expediente de su hijo(a) que el padre sienta es inexacta o engañosa o es una invasión de la privacidad y de recibir una respuesta de la escuela.*
- (16) *Para recibir notificaciones, tan temprano en el año escolar como sea posible, si su hijo(a) es identificado(a) en riesgo de retención y de su derecho a consultar con el personal escolar responsable de la decisión de promover o retener a su hijo(a) y para apelar una decisión de retener o promover a su hijo(a).*

Safe Place to Learn Act – EC 234 and 234.1

Ley de Lugar Seguro Aprender – CE 234 y 234.1

It is the policy of the State of California to ensure that all local education agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities. As such, school districts must adopt policies and procedures that address the following:

1. *Policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.*
2. *Policy that applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district.*
3. *Process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying that shall include, but not be limited to all of the following:*
 - (a) *A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so.*
 - (b) *A timeline to investigate and resolve complaints that shall be followed by all schools under the jurisdiction of the school district.*
 - (c) *An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint filed.*
 - (d) *Maintenance of complaints and their resolution for a minimum of one review cycle.*
 - (e) *Manner to ensure that complainants are protected from retaliation and that their identities remain confidential, as appropriate.*
4. *Identification of a responsible local educational agency officer for ensuring compliance.*

In addition, a copy of the policy and information about the manner in which to file a complaint, to pupils, parents, employees, agents of the governing board, and the general public shall be posted in all schools and offices, including staff lounges and pupil government meeting rooms. Notice to be in English, and when applicable under EC 48985, the primary language or mode of communication of the recipient. Districts and Charter Schools are to provide bullying prevention policies in a prominent location on their existing internet website.

The _____ School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please contact _____.

El Distrito Escolar de __ está dedicado a mantener un ambiente de aprendizaje libre de discriminación, hostigamiento, violencia, intimidación, y acoso basado en características actuales o percibidas enunciadas en la Sección 455.55 del Código Penal y CE 220, y discapacidad, género, identidad de género, expresión de género, nacionalidad, raza o etnicidad, religión, orientación sexual, o asociación con una persona o un grupo con una o más de estas características actuales o percibidas. Cualquier personal escolar que sea testigo de un acto de discriminación, hostigamiento, intimidación o acoso debe tomar medidas inmediatas para intervenir cuando sea seguro hacerlo. Cualquier estudiante que participe en actos de discriminación, hostigamiento, intimidación o acoso relacionados con la actividad escolar o asistencia escolar ocurriendo dentro de una escuela del distrito escolar estará sujeto a acción disciplinaria hasta e incluyendo expulsión. Para informar sobre un incidente y/o recibir una copia de las normas del distrito sobre antidiscriminación, antihostigamiento, anti-intimidación o antiacoso, por favor comuníquese con ____.

School Accountability Report Card – EC 35256, 35258 (optional as applicable) **Informe de Responsabilidad Escolar - CE 35256, 35258**

*Requires school districts to develop for each school a school accountability report card. Content of the report card defined by EC 33126 and 32286 (school safety plan). Requires districts to publicize the report cards, and notify parents or guardians that a hard copy will be provided upon requested and annually updated report card available on the Internet on or before February 1 of each year. **Note: The report card is a required notification but not as part of the annual notification.***

A standard template for the report card is provided by the California Department of Education at: <http://www.cde.ca.gov/ta/ac/sa>. It may be in English only and may require you to provide appropriate translations.

School Safety Plan – EC 32280 (optional as applicable) **Plan de Seguridad Escolar – CE 32280**

The school district may consider the following notification to address school safety plans.

Each _____ School District school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

Cada plantel escolar del Distrito Escolar de __ cuenta con un Plan Comprensivo de Seguridad Escolar, el cual incluye un plan de preparación para desastres y procedimientos de emergencia. Se pueden obtener copias del plan en las oficinas de cada escuela. Simulacros de incendio y de emergencia se efectúan regularmente en cada plantel escolar.

School Safety: Bullying – EC 234.4 and 32283.5 **Seguridad Escolar: Bullying – CE 234.4 AND 32283.5**

Requires school district, county office of education, or charter school to adopt procedures and policies prohibiting discrimination, harassment, intimidation, and bullying based on protected classes, and to provide annual training to prevent bullying and cyberbullying to all employees who work with students, as posted from the state department of education web pages.

The ____ School District is committed to the prohibition of discrimination, harassment, intimidation, and bullying. Annual training will be provided to all staff who work with students, to prevent bullying and cyberbullying. You may find a list of education web pages describing the staff training at: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp> If you or your child should experience any bullying on campus, at school events, or on the way to or from school, please contact our district counseling liaison available to assist you in identifying and stopping this behavior at: _____ *[insert district phone number here]*

El Distrito Escolar de _____ esta comprometido a la prohibición de discriminación, acoso, intimidación y bullying. Se proveerá entrenamiento anual a todo personal que trabajó con estudiantes para prevenir bullying y bullying cibernético. Usted podrá encontrar una lista de paginas de web educativas describiendo el entrenamiento que se le brinda a todo personal que trabaja con estudiantes en: <https://www.cde.ca.gov/ls/ss/se/bullyres.asp>. Si usted o su hijo/a experimentan cualquier tipo de bullying dentro de la escuela, en los eventos escolares o en el camino hacia o de la escuela, comuníquese con nuestro enlace de asesoramiento del distrito disponible para ayudarlo a identificar y detener este comportamiento al: _____ [ingrese el número de teléfono del distrito aquí]

School Visiting Procedures – EC 51101(a)(12) (optional as applicable)

Procedimientos de Visita a la Escuela- CE 51101 (a) (12)

Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school. This is not a required notification, but recommended. PC 627.6: Requires schools to post at every entrance a notice setting forth the visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

Visitors to our schools must sign in at the school office upon entering the campus for the safety of our staff and students. You will find a sign posting where to sign in at each entrance to our school sites.

Los visitantes de nuestras escuelas deben registrarse en la oficina de la escuela al ingresar a las instalaciones por la seguridad de nuestro personal y estudiantes. Encontrará un cartel en el que indicará donde registrarse en cada entrada de nuestros planteles escolares.

Schoolbus Safety – EC 39831.5 (K-8)

Seguridad en el Autobús Escolar – CE 39831.5 (K-8)

Requires school districts to provide written information on schoolbus safety (i.e., a list of schoolbus stops near each pupil's home, general rules of conduct at schoolbus loading zones, red light crossing instructions, schoolbus danger zone, and walking to and from schoolbus stops) upon registration to parents or guardians of all pupils not previously transported in a schoolbus and who are in pre-kindergarten, kindergarten and grades 1 to 6.

All pupils in pre-kindergarten, kindergarten, and grades 1 to 6, shall receive written information on school bus safety (i.e., a list of schoolbus stops near each pupil's home, general rules of conduct at schoolbus loading zones, red light crossing instructions, schoolbus danger zone, and walking to and from schoolbus stops). Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Todos los estudiantes de preescolar, kindergarten y de los grados 1 a 6, recibirán información escrita referente a la seguridad en el autobús escolar (esto es una lista de paradas del autobús escolar cerca de la casa de cada alumno, reglas generales de conducta en las zonas en las cuales se aborda el autobús escolar, instrucciones para cruzar con semáforo en rojo, zona de peligro para el autobús escolar, y el caminar hacia y desde las paradas del autobús escolar). Antes de salir en una excursión escolar, todos los estudiantes viajando en un autobús escolar o un autobús para la actividad escolar recibirán instrucciones de seguridad que incluye, pero no se limita a, la localización de las salidas de emergencia, y la localización y uso de las herramientas de emergencia. La instrucción también podrá incluir las responsabilidades de los pasajeros que estén sentados al lado de una salida de emergencia.

Search of School Lockers – EC 49050 (optional as applicable)

Búsqueda de las Gavetas Escolares con Llave – CE 49050

Although there are no reported cases in California addressing the search of student lockers without reasonable individualized suspicion, cases from other states indicate that it is possible by having a policy in place and providing notification to students is recommended.

School lockers remain the property of the _____ School District even when assigned to students. The lockers are subject to search whenever the District finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers will result in [spell out consequences].

Las gavetas escolares con llave siguen siendo la propiedad del Distrito Escolar de _____ aunque están cedidos a los estudiantes. Las gavetas con llave son sujetas a una búsqueda cuando el Distrito encuentre una necesidad de hacerlo. Se prohíbe el uso de las gavetas escolares con llave aparte de los propósitos relacionados a la escuela. El uso indebido de las gavetas escolares con llave resultará en [spell out consequences].

Section 504 – 29 USC 794, 34 CFR 104.32 (optional as applicable)

Sección 504 – 29 CEEUU 794, 34 CFR 104.32

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met.

It is recommended that parents or guardians be informed of the following:

- 1. The name and contact information of the person designated by the district responsible for implementing Section 504*
- 2. The screening and evaluation procedures used whenever there is reason to believe that a student has a disability that limits his or her ability to attend or function at school.*
- 3. The right to a written accommodation plan if the student is found to have a disability that requires services under Section 504.*
- 4. The right to be educated with nondisabled students to the maximum extent appropriate to the student's individual needs.*
- 5. Notice of the procedural safeguards guaranteed by law.*

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The _____ School District provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The District has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activity. For additional information about the rights of parents of eligible pupils, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the Section 504 Coordinator, [name and contact information].

La sección 504 de la Ley de Rehabilitación de 1973 es una ley federal que prohíbe la discriminación contra las personas con una discapacidad. El Distrito Escolar de _____ provee una educación pública gratuita y apropiada a todos los alumnos independientemente de la naturaleza o gravedad de su discapacidad. El Distrito tiene la responsabilidad de identificar, evaluar, y si es elegible, proveer a los alumnos con discapacidades la misma oportunidad de beneficiarse de los programas, servicios o actividades de educación que se proporcionan a sus compañeros no discapacitados. Para calificar para las protecciones de la Sección 504, el alumno debe tener un impedimento mental o físico que limita sustancialmente una o más actividades importantes de la vida. Para obtener información adicional sobre los derechos de los padres de alumnos elegibles o sobre la identificación, evaluación y elegibilidad de las protecciones de la Sección 504, comuníquese con el Coordinador de la Sección 504, [name and contact information].

Sexual Abuse and Sex Trafficking Prevention – EC 51950 and 51900.6

Prevención del Abuso Sexual y la Trata Sexual - CE 51950 y 51900.6

Authorizes school districts, county offices of education and charter schools to provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse and sexual assault awareness and prevention. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sexual assault awareness and prevention. Authorizes school districts to provide sexual abuse and sex trafficking prevention education which includes instruction on the frequency and nature of sexual abuse and sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident. Parents or guardians may submit a written request to excuse their child from participation in any class involving sexual abuse and sex trafficking prevention education, and assessments related to that education.

Our schools provide age-appropriate instruction for students in kindergarten through grade 12, in sexual abuse, sexual assault awareness, sex trafficking, strategies to reduce their risk, techniques to set healthy boundaries, and how to safely report an incident through prevention education. Parents or guardians may submit a written request to excuse their child from participation in any class and assessments related to that education.

Nuestras escuelas brindan instrucción apropiada para la edad de los estudiantes desde el jardín de infantes hasta el grado 12, sobre abuso sexual, concientización sobre agresión sexual, tráfico sexual, estrategias para reducir su riesgo, técnicas para establecer límites saludables y cómo reportar un incidente de manera segura a través de educación preventiva. Los padres o tutores pueden presentar una solicitud por escrito para excusar a su hijo de participar en cualquier clase y evaluaciones relacionadas con esa educación.

Sexual Harassment – EC 231.5, 48980(f)

Acoso Sexual – CE 231.5, 48980(f)

Requires the annual notification to include a copy of the school district's written policy on sexual harassment as it relates to pupils. A copy of the policy shall be displayed in a prominent location in the main administrative building or other area of the schoolsite, and shall be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable. Per AB 543 (Smith 2019) there shall be posters on standard paper or larger, in 12-point font or larger shall be displayed at a minimum: reporting charge of sexual harassment, name, phone number and email of schoolsite official to contact, rights of the reporting pupil, the complainant, and their respondent, and responsibilities of the schoolsite in accordance with written board adopted policy. The poster shall be prominently and conspicuously displayed in each bathroom and locker room and others may be displayed in public areas commonly frequented by pupils.

The _____ School District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact _____.

El Distrito Escolar de _____ está dedicado a mantener un ambiente de aprendizaje y de trabajo libre de acoso sexual. Cualquier estudiante que participe en hostigamiento sexual contra alguien en o del distrito estará sujeto a una acción disciplinaria hasta e incluyendo expulsión. Cualquier empleado que permita, participe en, o deje de informar incidentes de hostigamiento sexual estará sujeto a una acción disciplinaria hasta e incluyendo el despido. Para una copia de la norma del distrito sobre acoso sexual o para informar sobre incidentes de hostigamiento sexual, por favor comuníquese con ____.

Social Security Number – EC 49076.7 (optional as applicable)

Número de Seguridad Social – CE 49076.7

Prohibits schools, districts, county offices of education, and charter schools from collecting or soliciting social security numbers or the last four digits of the social security numbers from pupils or their parents or guardians unless otherwise required to do so by state or federal law. There is no requirement for notification, but for the sake of transparency and reassurances to the community, notification is recommended.

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security number or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

A los alumnos y sus padres o tutores no se les debe pedir que proporcionen sus números de seguro social ni los últimos cuatro dígitos de los números de seguro social a menos que sean requeridos por la ley estatal o federal. Si un formulario solicita que proporcione el número de seguro social o los últimos cuatro dígitos del número de seguro social suyo y/o de su hijo/a y no especifica la ley estatal o federal que requiere esta información, pida más información al administrador de la escuela antes de proporcionarlo.

Special Education – Use of Assistive Technology – EC 56040.3

Educación Especial - Uso de Tecnología de Asistencia - CE 56040.3

Requires districts, charter schools, and county schools to allow home and community use of assistive technology devices by students who have assistive technology devices as part of their IEP FAPE offer. Students may continue to use while at distributing school and for up to a maximum of two months or until a replacement or comparable device is obtained in new setting. Not every IEP will have an AT device as part of the IEP team offering, but if it is there, it must remain in possession so that the student does not have a lapse in educational access to such device.

Upon exiting the school district, students may continue to use the assistive technology devices provided by the school as determined by the IEP team offer for a maximum of two months until an replacement or comparable device is obtained.

Al salir del distrito escolar, los estudiantes pueden continuar usando los dispositivos de tecnología de asistencia proporcionados por la escuela según lo determinado por la oferta del equipo del Plan Educativo Individualizado por un máximo de dos meses hasta que se obtenga un dispositivo de reemplazo o comparable.

Student Conduct – EC 51100 (optional as applicable)

Conducta del Estudiante – CE 51100

Provides that parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including disciplinary rules and procedures in accordance with Section 48980, attendance policies, dress codes, and procedures for visiting the school. This is not a required notification, but is recommended to inform the school community.

Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including disciplinary rules and procedures on attendance policies, dress codes, and procedures for visiting the school. For more information, please contact _____.

Los padres y tutores de los estudiantes matriculados en escuelas públicas tienen el derecho y deben tener la oportunidad, como socios respetuosos y de apoyo mutuo en la educación de sus hijos, de ser informados con anticipación sobre las reglas escolares, incluidas las reglas disciplinarias y los

Sudden Cardiac Arrest – EC 33479 et seq.

Paro Cardíaco Repentino – CE 33479 et seq.

Each school year, before a pupil participates in an athletic activity governed by the California Interscholastic Federation (CIF), the school shall collect and retain a copy of the sudden cardiac arrest information sheet required by the CIF for that pupil. Before a pupil participates in an athletic activity not governed by the CIF, the pupil and the pupil's parent or guardian shall sign and return an acknowledgment of receipt and review of the information sheet posted on the California Department of Education's Internet Web site after July 1, 2017. A sample information sheet is provided in document.

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular schoolday or as part of a physical education course.

El paro cardíaco repentino (PCR) sucede cuando el corazón súbita e inesperadamente deja de latir. Cuando esto sucede, se detiene el flujo sanguíneo hacia el cerebro y otros órganos vitales. El PCR no es un ataque cardíaco; es una falla en el sistema eléctrico del corazón que hace que la víctima se colapse. Un defecto congénito o genético en la estructura del corazón es la causa de la falla. Es más probable que suceda un PCR al hacer ejercicio o deportes, así que los atletas corren más riesgo. Estos síntomas pueden ser poco claros y confusos en los atletas. A menudo, las personas confunden estas señales de advertencia con el agotamiento físico. Si no se trata bien en minutos, el PCR es mortal en el 92% de los casos. En un distrito escolar, una escuela charter, o una escuela privada que elige realizar actividades atléticas, el director atlético, entrenador, entrenador atlético o persona autorizada debe retirar de la participación a un alumno que se desmaya, o que se sabe que se ha desmayado, mientras participando en o inmediatamente después de una actividad atlética. Un alumno que exhibe cualquiera de los otros síntomas de PCR durante una actividad atlética puede ser removido de la participación si el entrenador atlético o persona autorizada razonablemente cree que los síntomas son relacionados con el corazón. Un alumno que es retirado del juego no puede volver a esa actividad hasta que sea evaluado por, y reciba autorización escrita de, un médico o cirujano. Cada año, un reconocimiento de recibo y revisión de información acerca de PCR debe ser firmado y devuelto por el alumno y el padre o tutor del alumno antes de que el alumno participe en actividades atléticas específicas que generalmente no se aplican a las actividades atléticas realizadas durante el día escolar o como parte de un curso de educación física.

Suicide Prevention Policies: EC 215

Políticas de Prevención del Suicidio: CE 215

Requires local educational agencies (LEAs) that serve students in grades 7 to 12 to adopt policies on the prevention of student suicides and also require the California Department of Education (CDE) to develop and maintain a model suicide prevention policy. (Once policy is created, provide copy of policy to parents and guardians two times per year.) Districts and Charters are to provide suicide prevention policies in a prominent place on existing internet website.

In addition, the suicide prevention curriculum is to be age appropriate, sensitive to developmental understanding and provided for students in elementary school per AB 1767 (Ramos) in grades Kindergarten through grade 6, as of 1/1/2020.

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

El índice de suicidio estudiantil preocupa a todos los miembros de la comunidad escolar. Un niño, de 12 años de edad o más, muere por suicidio cada cinco días en California. La ley de California exigía a los distritos locales que proporcionaran educación de prevención del suicidio, de acuerdo con las políticas locales apropiadas y apropiadas para la edad, para los grados de 7 al 12. Los legisladores han determinado que la capacitación en salud mental y coordinación en torno a servicios mejorados se extiende a nuestros estudiantes de primaria. Una meta compartida por todo el personal capacitado de la escuela es mantener un lugar seguro para estudiar sin dañar a ninguno de nuestros estudiantes.

Sunscreen and Sun-protective Clothing – EC 35183.5 (optional as applicable)

Bloqueador Solar y Ropa de Protección Solar - CE 35183.5

Provides that pupils may use sunscreen during the school day without a physician's note or prescription. Requires the school to adopt a policy regarding the type of sun-protective clothing, including but not limited to hats that pupils may wear for outdoor use during the school day. This is not a required notification but is recommended to inform parents as to why some students may be wearing headgear (hats or otherwise) for sun protection, when it may conflict with dress codes. Clarity in your local policies about appropriate hats may be needed here to avoid issues with complaints of inequitable practices of allowing hats.

A doctor's note is not required to use sunscreen during the school day. A hat may be worn to protect from the sun outdoors, as may other sun-protective clothing according to the school dress code.

No se requiere una nota del médico para usar protector solar durante el día escolar. Se puede usar un sombrero para protegerse del sol al aire libre, al igual que otras prendas de protección solar de acuerdo con el código de vestimenta de la escuela.

Surveys – EC 51513 and 51514

Encuestas – CE 51513 y 51514

Prohibits the use of tests, questionnaires, surveys or examinations containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, unless the parent or guardian is notified in writing that the test, questionnaire, survey, or examination is to be administered and the parent or guardian consents in writing.

20 USC 1232h: Provides that no pupil may be required to submit to a survey, analysis, or evaluation that reveals sensitive, personal information (i.e., political affiliations or beliefs, mental or psychological problems, sex behavior or attitudes, illegal, anti-social, self-incriminating, or demeaning behavior, critical appraisals of other individuals with whom respondents have close family relationships, legally recognized privileged or analogous relationships, religious practices, affiliations or beliefs, or income) without the prior written consent of the parent.

Requires notification to parents of pupils, at least annually at the beginning of the school year, of the specific or approximate dates when the administration of any survey that reveals sensitive, personal information is scheduled or is expected to be scheduled. Notification to offer parents an opportunity to opt pupils out of participation in the activity.

Requires the school district to develop policy, in consultation with parents, regarding the right of a parent to inspect, upon request, surveys created by a third party or any instrument used in the collection of personal information, the applicable procedures for granting a request for inspection, and arrangements to protect pupil privacy provided by the district in the event of the administration or distribution of a survey that reveals sensitive, personal information. Requires notification to parents of pupils enrolled in schools served by the district of the adoption or continued use of such policies. Notification to be provided annually, at the beginning of the school year, or within a reasonable period of time after any substantive changes in the policy.

Prohibits the removal of any questions pertaining to sexual orientation and gender identity already included in any voluntary surveys administered by the local education agency.

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

Los estudios e instrumentos de evaluación anónimos, voluntarios y confidenciales para medir los hábitos y riesgos de salud del estudiante, incluyendo pruebas, cuestionarios, y encuestas con preguntas apropiadas de acuerdo a la edad sobre las actitudes y prácticas del estudiante relacionadas a sexo, vida doméstica, moralidad, y religión se pueden administrar a los estudiantes si el padre está notificado por escrito que 1) esta prueba, cuestionario, o encuesta será administrada, 2) el padre del estudiante tiene la oportunidad de revisar la prueba, cuestionario, o encuesta, y 3) el padre consiente por escrito. Preguntas relacionadas a la orientación sexual y la identidad de género de un estudiante no se eliminarán de una encuesta que ya los incluya.

Note: EC 51938(b) allows for passive consent when measuring students' health behaviors and risks, including attitudes and practices relating to sex, for students in grades 7 to 12.

Suspension and Expulsion – EC 48900 and Mandatory Expulsion Violations – EC 48915 (optional as applicable)

Suspensión y Expulsión – CE 48900 y Violaciones que Obliga Expulsión – CE 48915

Note: there is no requirement to indicate which suspension or expulsion laws are discretionary or mandated, but it is recommended to inform parents.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) (1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes

restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Un alumno no podrá ser suspendido de la escuela o recomendado para la expulsión, a menos que el superintendente o el director de la escuela en la cual el alumno está matriculado determine que el alumno ha cometido un acto tal como se define conforme a cualquier de las subdivisiones (a) a (r), inclusivo:

(a) (1) Causó, intentó causar, o amenazó causar daño físico a otra persona; (2) Usó fuerza premeditada o violencia a una persona, excepto en defensa propia.

(b) Poseyó, vendió, o de otra manera equipó un arma de fuego, cuchillo, explosivo, u otro objeto peligroso, a menos que, en el caso de posesión de un objeto de este tipo, el alumno haya obtenido permiso por escrito de poseer el artículo de parte de un empleado escolar certificado, con lo cual haya concordado el director o el designado del director.

(c) Poseyó ilegalmente, usó, vendió, o de otra manera equipó, o estaba drogado con, una sustancia controlada indicada en el Capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y Seguridad, una bebida alcohólica, o un embriagante de cualquier tipo.

(d) Ofreció ilegalmente, arregló, o negoció vender una sustancia controlada indicada en Capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y Seguridad, una bebida alcohólica, o un embriagante de cualquier tipo, y después vendió, entregó, o de otra manera proporcionó a una persona otro líquido, sustancia, o materia y representó el líquido, sustancia, o materia como una sustancia controlada, una bebida alcohólica, o un embriagante.

(e) Cometió o intentó cometer robo o extorsión.

(f) Causó o intentó causar daño a propiedad escolar o propiedad privada.

(g) Robó o intentó robar propiedad escolar o propiedad privada.

(h) Poseyó o usó tabaco, o productos que contiene productos de tabaco o nicotina, incluyendo, pero no limitándose a, cigarros, puros, cigarrillos miniatura, cigarros de clavo, cigarro sin humo, rapé, paquetes masticables, y betel. Sin embargo, esta sección no prohíbe al alumno del uso o posesión de sus propios productos médicos de receta.

(i) Cometió un acto obsceno o se involucró en actos habituales de profanidad o vulgaridad.

(j) Poseyó ilegalmente u ofreció ilegalmente, arregló, o negocio vender bienes parafernales, como se define en la Sección 11014.5 del Código de Salud y Seguridad.

(k) (1) Interrumpió las actividades escolares o de otra manera desafió tercamente la autoridad válida de supervisores, maestros, administradores, oficiales escolares, u otro personal escolar envuelto en el desempeño de sus responsabilidades.

(2) Salvo a lo dispuesto en la Sección 48910, un alumno matriculado en kindergarten o en cualquiera de los grados 1 a 8, inclusive, no deberán ser suspendidos por cualquiera de los actos enumerados en esta subdivisión, y esta subdivisión no constituye una justificación para un alumno matriculado en el kinder o cualquiera de los grados 1 a 12, inclusive, a ser recomendado para la expulsión. Este párrafo dejará de tomar efecto el 1 de julio, 2018, a menos que una ley promulgada después de que entre en vigor, antes del 1 de julio, 2018, borre o extienda esa fecha. A partir del 1 de julio del 2020, se aplicarán esas disposiciones a las escuelas autónomas. A partir del 1 de julio del 2020, el proyecto de ley prohibiría adicionalmente la suspensión de un alumno inscrito en un distrito escolar o escuela autónoma en los grados 4 y 5 por interrumpir las actividades escolares o desafiar deliberadamente la autoridad válida del personal escolar involucrado en el desempeño de sus deberes. El proyecto de ley, desde el 1 de julio del 2020 hasta el 1 de julio del 2025, prohibiría la suspensión de un alumno inscrito en un distrito escolar o escuela autónoma en cualquiera de los grados 6 a 8, inclusive, para esos actos.

(l) Recibió a sabiendas propiedad escolar o propiedad privada que era robada.

(m) Poseyó un arma de fuego de imitación. Como se utiliza en esta sección, “arma de fuego de imitación” significa la réplica de un arma de fuego que es tan similar substancialmente en propiedades físicas a un arma de fuego real que da a pensar a una persona razonable que la réplica es un arma de fuego.

(n) Cometió o intentó cometer un asalto sexual como se define en la Sección 261, 266c, 286, 288, 288a, o 289 del Código Penal o cometió una agresión sexual como se define en la Sección 243.4 del Código Penal.

(o) Acosó, amenazó, o intimidó a un alumno quien es un testigo denunciante o un testigo en un proceso disciplinario escolar con el fin de o prevenir que el alumno sea testigo o tomar represalias contra ese alumno por ser un testigo, o ambos.

(p) Ofreció ilegalmente, arregló vender, negoció vender, o vendió la droga prescrita Soma.

(q) Tomó parte en, o intentó tomar parte en novatadas. Para el propósito de esta subdivisión, “novatada” significa un método de iniciación o preiniciación en una organización o grupo estudiantil, sea reconocido o no sea reconocido oficialmente la organización o grupo por una institución educativa, lo que es probable que cause daño grave corporal o degradación personal o deshonra que resulta en daño físico o mental a un alumno antiguo, de ahora, o futuro. Para el propósito de esta subdivisión, “novatada” no incluye eventos atléticos o eventos autorizados por la escuela.

(r) Tomó parte en un acto de acoso. Por el propósito de esta subdivisión, los términos siguientes tienen los significados siguientes:

(1) “Acoso” significa cualquier acto o conducta físico o verbal grave o dominante, incluyendo comunicaciones hechas por escrito o por medio de un acto electrónico, e incluyendo uno o más actos cometidos por un alumno o un grupo de alumnos según lo definido en la Sección 48900.2, 48900.3, o 48900.4, dirigido hacia uno o más alumnos que tiene o se puede razonablemente predecir el efecto de uno o más de lo siguiente:

(A) Poniendo a un alumno o alumnos razonable(s) en miedo de daño a la persona o la propiedad de ese alumno o esos alumnos.

(B) Causar un alumno razonable a sufrir un efecto substancialmente prejudicial sobre su salud física o mental.

(C) Causar un alumno razonable a sufrir interferencia substancial con su rendimiento académico.

(D) Causar un alumno razonable a sufrir interferencia substancial con su capacidad de participar en o beneficiar de los servicios, las actividades, o los privilegios proporcionados por una escuela.

(2) (A) “Acto Electrónico” significa la creación o transmisión que se originó dentro o fuera del plantel escolar, por medio de un aparato electrónico, incluyendo, pero no limitado a, un teléfono, un teléfono inalámbrico o comunicación por otro dispositivo inalámbrico, computadora, o buscapersona, de una comunicación, incluyendo, pero no limitado a, cualquiera de los siguientes:

(i) Un mensaje, texto, sonido, video, o imagen.

(ii) Un envío en una red social del sitio web, incluyendo, pero no limitado a:

(I) Publicando o creando una página de insultos. Una “página de insultos” significa un sitio en el Internet creado con el propósito de tener uno o más de los efectos enumerados en el párrafo (1).

(II) Creando una personificación creíble de otro estudiante actual con el propósito de tener uno o más de los efectos enumerados en el párrafo (1). “Personificación Creíble” significa hacerse pasar por un alumno adrede y sin consentimiento con el propósito de acosar al alumno y del tal manera que otro alumno razonablemente crea, o haya creído razonablemente, que el alumno fue o es el alumno que fue personificado.

(III) Creando un perfil falso con el propósito de tener uno o más de los efectos enumerados en el párrafo (1).

(I). “Perfil falso” significa un perfil de un alumno ficticio o un perfil utilizando la semejanza o atributos de un alumno actual que no es el alumno quién creó el perfil falso.

(iii) Un acto de intimidación sexual cibernética.

(I) Para los propósitos de esta cláusula, “intimidación sexual cibernética” significa la diseminación de, o la sollicitación o incitación a difundir, una fotografía u otra grabación visual por parte de un alumno a otro alumno o al personal de la escuela mediante un acto electrónico que tiene o se puede predecir razonablemente que tendrá uno o más de los efectos descritos en los párrafos (A) a (D), inclusivo, del párrafo (1). Una fotografía u otra grabación visual, como se describió anteriormente, incluirá la representación de una fotografía desnuda, semi-desnuda o sexualmente explícita u otra grabación visual de un menor, donde el menor es identificable a partir de la fotografía, grabación visual u otro acto electrónico.

(II) Para propósitos de esta cláusula, “intimidación sexual cibernética” no incluye una representación, representación o imagen que tenga algún valor literario, artístico, educativo, político o científico serio o que implique eventos atléticos o actividades sancionadas por la escuela.

(B) No obstante al párrafo (1) y al subpárrafo (A), un acto electrónico no constituirá conducta penetrante únicamente basada en que se ha sido transmitido a través de Internet o corrientemente está publicada en el Internet.

(3) “Alumno razonable” significa un alumno, incluyendo, pero no limitado, a un alumno con necesidades excepcionales, que ejercita el cuidado, la habilidad, y el juicio medio en la conducta para una persona de su edad o para una persona de su edad con necesidades excepcionales.

(s) Un alumno no podrá ser suspendido ni expulsado por ninguno de los actos enumerados en esta sección, a menos que el acto esté relacionado a la actividad escolar o asistencia escolar que ocurra dentro una escuela bajo la jurisdicción del superintendente del distrito escolar o director o que ocurra dentro de cualquier otro distrito escolar. Un alumno podrá ser suspendido o expulsado por actos que son enumerados en esta sección y que están relacionados a la actividad o asistencia escolar que ocurra en cualquier momento, incluyendo, pero no limitándose a, cualquiera de los siguientes:

(1) Mientras esté en la propiedad escolar.

(2) Al ir y venir de la escuela.

(3) Durante el período de almuerzo sea dentro o sea fuera del plantel.

(4) Durante, o al ir o venir de, una actividad auspiciada por la escuela.

(t) Un alumno quien ayuda o instiga, como se define en la Sección 31 del Código Penal, el infligir o intentó el infligir de daño físico a otra persona podría ser sujeto a la suspensión, pero no una expulsión, conforme a esta sección, salvo que un alumno quien ha sido adjudicado por una corte de menores que ha cometido, como un ayudador o instigador, un crimen de violencia física en cual la víctima sufrió mucho daño físico o daño grave corporal será sujeto a disciplina conforme a la subdivisión (a).

(u) Tal como se utiliza en esta sección, "propiedad escolar" incluye, pero no limitándose a, expedientes electrónicos y base de datos.

(v) Para un alumno sujeto a disciplina bajo esta sección, el superintendente del distrito escolar o director puede usar su discreción para proveer alternativas a la suspensión o expulsión que son apropiadas para la edad del estudiante y diseñadas para atender y corregir el mal comportamiento del estudiante como se especifica en la Sección 48900.5.

(w) (1) Es la intención de la Legislatura que se impongan alternativas a la suspensión o expulsión contra un alumno que está ausente, llega tarde o está ausente de las actividades escolares.

(2) Además, la intención de la Legislatura es que el Sistema de Apoyo de Múltiples Niveles, que incluye prácticas de justicia restaurativa, prácticas informadas sobre traumas, aprendizaje social y emocional, e intervenciones y apoyo de comportamiento positivo en toda la escuela, se puede utilizar para ayudar a los alumnos adquirir habilidades sociales y emocionales críticas, recibir apoyo para ayudar a transformar las respuestas relacionadas con el trauma, comprender el impacto de sus acciones y desarrollar métodos significativos para reparar el daño a la comunidad escolar.

Sexual Harassment - EC 48900.2

Acoso Sexual - CE 48900.2

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Además de las razones descritas en la Sección 48900, un alumno podría ser suspendido de la escuela o recomendado para la expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha cometido el acoso sexual como se define en la Sección 212.5.

Para el propósito de este capítulo, la conducta descrita en la Sección 212.5 debe ser considerada por una persona razonable del sexo igual que la víctima lo suficientemente grave o dominante como tener un impacto negativo en el desempeño académico del individuo o para crear un ambiente educativo

intimidante, hostil, u ofensivo. Esta sección no debería aplicar a los alumnos matriculados en kindergarten incluyendo los grados 1 al 3.

Hate Violence - EC 48900.3

Violencia por Odio - CE 48900.3

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

Además de las razones descritas en las Secciones 48900 y 48900.2, un alumno en cualquier de los grados 4 a 12, inclusivo, podría ser suspendido de la escuela o recomendando para la expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha causado, o intentado a causar, amenazado a causar, o participado en un acto de, violencia por odio, como se define en la subdivisión (e) de la Sección 233.

Harassment, Threats or Intimidation - EC 48900.4

Acoso, Amenazas o Intimidación - CE 48900.4

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Además de las razones descritas en las Secciones 48900 y 48900.2, un alumno matriculado en cualquier de los grados 4 a 12, inclusivo, podría ser suspendido de la escuela o recomendado para la expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha tomado parte adrede en el acoso, amenazas o intimidación, dirigido hacia personal o alumnos del distrito escolar, lo que es suficientemente grave o dominante como tener el efecto razonablemente esperado de interrumpir sustancialmente el trabajo de la clase, crear desorden considerable, y usurpar los derechos o del personal escolar o de los alumnos al crear un ambiente educativo intimidante u hostil.

Limitations on Imposing Suspension - EC 48900.5

Limitaciones al Impuesto de la Suspensión - CE 48900.5

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49072. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

La suspensión, incluyendo suspensión supervisada como se describe en la Sección 48911.1, será impuesta solamente cuando otros medios de corrección fallan producir la conducta apropiada. Un distrito escolar puede documentar los otros medios de corrección usados y colocar la documentación en los archivos escolares del alumno, cuáles pueden ser accedidos en conformidad con la Sección 49069. Sin embargo, un alumno, incluyendo un individuo con necesidades excepcionales, como se define en Sección 56026, podría ser suspendido, sujeto a la Sección 1415 del Título 20 del Código de los Estados Unidos, por cualquiera

de las razones enumeradas en la Sección 48900 tras la primera ofensa, si el director o superintendente de las escuelas determina que el alumno violó subdivisión (a), (b), (c), (d), o (e) de la Sección 48900 o que la presencia del alumno causa un peligro a las personas.

Mandatory Expulsion Violations – EC 48915 (optional as applicable)

Violaciones que Obliga Expulsión – CE 48915

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

Possessing, selling, or otherwise furnishing a firearm.

Brandishing a knife at another person.

Unlawfully selling a controlled substance.

Committing or attempting to commit a sexual assault.

Possession of an explosive. The school board shall order the student expelled upon finding that the student committed the act.

Las escuelas suspenderán inmediatamente y recomendarán la expulsión de los estudiantes que cometen cualquiera de los siguientes actos en la escuela o en una actividad escolar fuera del plantel escolar:

1. Poseer, vender, o de otra manera equipar un arma de fuego

2. Blandear un cuchillo a otra persona.

3. Vender ilegalmente una sustancia controlada.

4. Cometer o intentar cometer un asalto sexual.

5. Posesión de un explosivo. La mesa directiva ordenará la expulsión del estudiante al encontrar que el estudiante cometió el acto.

Terroristic Threats - EC 48900.7

Amenazas Terroristas - CE 48900.7

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

(a) Además de las razones descritas en las Secciones 48900, 48900.2, 48900.3, y 48900.4, un alumno podría ser suspendido de la escuela o recomendado para la expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha hecho amenazas terroristas contra los oficiales escolares o la propiedad escolar, o ambos.

(b) Para el propósito de esta sección, "amenaza terrorista" incluirá cualquier declaración, sea escrita o sea oral, por una persona quien amenaza tercamente cometer un crimen que resultará en muerte, daño grave corporal a otra persona, o daño a la propiedad por una cifra superior a los mil dólares (\$1,000), con la intención específica que la declaración será tomada como una amenaza, aunque no hay la intención de realizarla, la cual, en su superficie y dadas las circunstancias en cual fue hecho, sea tan inequívoco, incondicional, inmediata, y específica que comunica a la persona amenazada, una gravedad del propósito y una posibilidad inmediata del ejecución de la amenaza, y de ese modo provoca que la persona razonablemente esté atemorizada constantemente por su propia seguridad o por la seguridad de su familia

más cercana, o por la protección de la propiedad del distrito escolar, o la propiedad personal de la persona amenazada o de su familia más cercana.

Title IX – EC 221.61

Título IX – CE 221.61

Requires all public and private schools that receive federal funds to post information on their Web sites relative to the designated Title IX coordinator, rights of students and responsibilities of schools, and a description of how to file a complaint.

Title IX of the Education Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in educational programs and activities that receive federal funding. Specifically, Title IX protects male and female pupils and employees, as well as transgender pupils and pupils who do not conform to sex stereotypes, against discrimination based on sex, including sexual harassment. California law also prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. Under Title IX, pupils may not be discriminated against based on their parental, family, or marital status, and pregnant and parenting pupils may not be excluded from participating in any educational program, including extracurricular activities, for which they qualify. For more information about Title IX, or how to file a complaint of noncompliance with Title IX, contact: [name, title, physical address, email address, and phone number], and/or visit [Web page with Title IX information].

El Título IX de las Enmiendas a la Educación de 1972 es una de varias leyes federales y estatales contra la discriminación que garantizan la igualdad en los programas y actividades educativos que reciben fondos federales. Específicamente, el título IX protege a los alumnos y los empleados de sexo masculino y femenino, así como a los alumnos transgéneros y alumnos que no se conforman a los estereotipos sexuales, contra la discriminación por motivos de sexo, incluyendo el acoso sexual. La ley de California también prohíbe la discriminación basada en género, expresión de género, identidad de género y orientación sexual. Bajo Título IX, los alumnos no pueden ser discriminados a base de su estado paternal, familiar o matrimonial, y las alumnas embarazadas y los padres que son adolescentes no pueden ser excluidos de participar en ningún programa educativo, incluyendo actividades extracurriculares, para los que califican. Para obtener más información sobre el Título IX, o como presentar una queja por incumplimiento con el Título IX, comuníquese con [name, title, physical address, email address, and phone number] y/o visite [Web page with Title IX information].

Tobacco-free Campus – BPC 22950.5; HSC 104420, 104495, 104559, PC 308

Campus Sin Tabaco – CNP 22950.5; CSS 104420, 104495, 104559, CP 308

BPC 22950.5: Defines “smoking” and “tobacco product.”

HSC 104420: Requires all school districts, charter schools, and county offices of education that receive Tobacco Use Prevention Education (TUPE) funding to adopt and enforce a tobacco-free campus policy no later than July 1 of each fiscal year. Information about the policy and enforcement procedures shall be communicated clearly to school personnel, parents, pupils, and the larger community. Information about smoking cessation support programs shall be made available and encouraged for pupils and staff.

HSC 104495: Prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. It also prohibits the use of a tobacco product within 250 feet of a youth sports event. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

HSC 104559: Without regard to whether a school district, charter school, and county office of education receives TUPE funding, the use of tobacco and nicotine products, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and other nicotine delivery devices, such as electronic cigarettes, is prohibited.

Note: Sample language provided in English and Spanish should need to be adjusted to align with your LEA board policies, administrative regulations, or Charter School agreement:

The use of tobacco and nicotine products is prohibited on school or district grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids.

El uso de productos de tabaco y nicotina está prohibido en los terrenos, edificios y vehículos de la escuela o del distrito, y dentro de 250 pies de un evento deportivo juvenil. El producto de tabaco incluye, pero no se limita a, cigarrillos, puros, cigarros pequeños, tabaco de mascar, tabaco de pipa, tabaco en polvo, o un dispositivo electrónico (por ejemplo, cigarrillo electrónico, cigarro, pipa o cachimba) que dispensa nicotina u otros líquidos vaporizados.

Uniform Complaint Policy and Procedure – 5 CCR 4600 et seq.

Norma y Procedimiento Uniforme para Presentar Quejas – 5 CRC 4622 et seq.

Requires annual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interested parties of the school district's uniform complaint process. Each district must list the means to complete the UCP according to the programs offered. Please see the Appendix for a complete checklist of all programs to be included in your UCP notification. This section has been shortened for clarity. Please visit the CDE website for more detailed guidelines to meet compliance on Uniform Complaint Procedures Monitoring: <https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>.

Complaints shall be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with the UCP policies and procedures. The complainant has a right to appeal to the CDE, in any of the listed programs offered as found in the Appendix, by filing a written appeal within 15 days of receiving the decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the LEA decision. Copies of the Uniform Complaint Procedures process shall be available free of charge.

The Uniform Complaint Procedures (UCP) complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance. The person who receives the complaint shall respond to the parent in writing within 60 days. The parent may appeal to CDE within 15 days if not in agreement with the final report. ***[Insert all appropriate programs for UCP according to programs offered by your LEA from Appendix checklist.]***

Please contact ***[Insert name and contact here]*** if you would like more information on how to file a complaint with the school or district, prior to appealing to the CDE. For more information you may go to the CDE website: <https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

*La queja sobre los Procedimientos Uniformes de Quejas (UCP) es una declaración escrita y firmada por un demandante alegando una violación de las leyes o regulaciones federales o estatales, que puede incluir una acusación de discriminación ilegal, acoso, intimidación, intimidación o cobrar tarifas a los alumnos por participar en un actividad educativa o incumplimiento. ***[Insert all appropriate programs for UCP according to programs offered by your LEA from Appendix checklist. Also insert the timeline of 60 days from receipt and ability to appeal to CDE]****

Comuníquese con ***[Insert name and contact here]*** si desea obtener más información sobre cómo presentar una queja ante la escuela o el distrito, antes de presentar una queja ante el CDE. Para obtener más información, puede visitar el sitio web del CDE: <https://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

United States Savings Bonds – EC 48980(d) (optional as applicable)

Bonos de Ahorro de los Estados Unidos - CE 48980 (d)

The annual notification may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States savings bonds, but it is not required.

United States Savings Bonds may be an appropriate investment for future college or university education for your child. As an educational agency, we recommend that you research and invest in your child's educational future safely.

Los bonos de ahorro de los Estados Unidos pueden ser una inversión apropiada para la educación colegial o universitaria futura de su hijo. Como agencia educativa, le recomendamos que investigue e invierta en el futuro educativo de su hijo de manera segura.

Victim of a Violent Crime – 20 USC 7912

Víctima de un Crimen Violento – 20 CEEUU 7912

Requires the school district to have a written policy stating that students who are victims of a violent criminal offense, while in or on the grounds of a public school, must be allowed to attend a safe public school. The written policy must be communicated to all parties, and reiterated to victims of violent criminal offenses and their parents.

Note: In May 2004, the U.S. Department of Education released its Unsafe School Choice Option (USCO) Non-Regulatory Guidance. The California Department of Education recommends that school districts communicate to parents the USCO policy in writing to all parents at the beginning of the school year and/or in enrollment materials and at the time of the incident or at the time the school became aware of the incident. Districts should maintain appropriate records for at least three years for audit purposes to demonstrate compliance with this federal requirement (i.e., policy statements, procedures, and school transfer records of student victims).

A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact _____.

Un alumno que llega a ser víctima de un crimen violento mientras se encuentre dentro o en el plantel escolar debe tener la oportunidad de trasladarse a una escuela pública segura dentro del distrito escolar, incluyendo una escuela charter pública, dentro de los diez días calendarios. Si no hay otra escuela dentro del área servida por el distrito, se recomienda, pero no se requiere, que el distrito explore otras opciones apropiadas tales como un acuerdo con un distrito escolar vecino para aceptar a los alumnos mediante una transferencia interdistrital. Los ejemplos primarios de delitos violentos en el Código Penal incluyen la tentativa de asesinato, el asalto con un arma mortal, la violación, la violencia sexual, el robo, la extorsión y los crímenes de odio. Para más información, por favor comuníquese con _____.

Walking or Riding a Bicycle to School – VC 21212 (optional as applicable)

Caminar o Ir en Bicicleta a la Escuela – CV 21212

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school. This notification is not required, but is recommended. Note: Schools may also consider informing parents or guardians whether the school prohibits skateboards, scooters and related items from being used on school grounds at any time.

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

Ninguna persona menos de 18 años de edad puede manejar una bicicleta, escúter no motorizado, monopatín o llevar patines de ruedas, ni puede ir como pasajero en una bicicleta, escúter no motorizado, o monopatín en una calle, un carril de bicicletas, o en cualquier otro camino o pista a menos que la persona lleve un casco para ciclistas que esté entallado y abrochado bien lo cual cumple con las normas especificadas.

Williams Complaint Policy & Procedure – EC 35186

Norma y Procedimiento de Williams para Presentar Quejas – CE 35186

Requires school districts to use a modified uniform complaint process to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or misassignment. Allows for the filing of anonymous complaints. A complainant who identifies himself or herself is entitled to a response upon request. Requires notice to be posted in classrooms notifying parents, guardians, pupils and teachers of the following: There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments as defined in paragraphs (2) and (3) of subdivision (h). The location at which to obtain a form to file a complaint in case of a shortage. Posting a notice downloadable from the internet website of the department shall satisfy this requirement.

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at _____. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

Cada escuela debe proporcionar suficientes textos y materiales educativos. Cada estudiante, incluyendo los aprendices de inglés, deberá tener textos o materiales educativos, o los dos, para usarlos en la casa o para usarlos después de la escuela. Las instalaciones de la escuela deberán estar limpias, seguras y mantenidas en buenas condiciones. No debe de haber posiciones vacantes o maestros enseñando fuera de sus áreas autorizadas. Si una escuela es encontrada con deficiencias en cualquiera de estas áreas, y la escuela no toma acción correctiva, entonces un formulario de queja deberá ser obtenida en _____. Padres, estudiantes, maestros o cualquier miembro del público pueden entregar una queja sobre cualquiera de estos asuntos. Sin embargo, está muy recomendado que los individuos expresen sus preocupaciones al director de la escuela antes de completar los formularios de queja para que la escuela pueda tomar acción a estas preocupaciones.

SECTION TWO:

SAMPLE FORMS AND NOTICES

These forms are provided for your use, as needed. Please note that you must insert Names, School District Name, Charter School Name, Titles, and contact information or websites where appropriate according to your unique LEA policies and practices.

*These forms are **NOT** intended to be copied and distributed in their current form, but **MAY BE ADJUSTED TO ALIGN WITH CURRENT BOARD APPROVED POLICIES.***

Consult with your legal counsel for the Charter Authorizer or School District to confirm appropriate language for your LEA.

[Insert your SCHOOL DISTRICT name here]
2021-2022 ACKNOWLEDGEMENT OF RECEIPT AND REVIEW by
Parent/Student

Dear Parent/Guardian:

The _____ School District is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the "Acknowledgement of Receipt and Review" form below, and return it to your child's school.

Acknowledgement of Receipt and Review

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number: _____

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

DISTRITO ESCOLAR DE *[Insert your SCHOOL DISTRICT name here]*
2021-2022 RECONOCIMIENTO DE RECIBIDO Y REPASO por padre / estudiante

Estimado Padre/Tutor:

El Distrito Escolar de _____ está requerido a notificar anualmente a los padres y tutores de los derechos y responsabilidades conforme al Código de Educación 48980.

Si tiene alguna pregunta, o si le gustaría repasar los documentos específicos mencionados en esta notificación, por favor comuníquese con un administrador de la escuela de su hijo. Él/Ella le podrá dar información más detallada y ayudarle a obtener copias de cualquier material que usted desee repasar.

Por favor complete el formulario de “Reconocimiento de Recibido y Repaso” de abajo, y devuélvalo a la escuela de su hijo.

Reconocimiento de Recibido y Repaso

Conforme al Código de Educación 48982, el padre/tutor firmará este documento y lo devolverá a la escuela. La firma proporcionada en este documento es un reconocimiento por parte del padre o tutor que se le ha informado a él o ella de sus derechos, pero no necesariamente indica que se ha dado o retenido consentimiento para participar en un programa o actividad particular.

Nombre del Estudiante: _____

Escuela: _____ Grado: _____

Nombre del Padre/Tutor: _____

Dirección: _____

Número de Teléfono del Hogar: _____

Firma del Padre/Tutor
(Si el estudiante es menor de 18 años)

Firma del Estudiante
(Si el estudiante tiene o es mayor de 18 años)

[Insert your SCHOOL DISTRICT name here]
2021-2022 RELEASE FORM FOR DIRECTORY INFORMATION
(Applicable Only for the Current School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL

Student Name: _____ Date of Birth: _____
Address: _____
City: _____ Zip Code: _____
Telephone No.: _____ Grade: _____
School: _____

The primary purpose of directory information is to allow the _____ School District to include this type of information from your child's education records in certain school publications. Directory information includes names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) and Education Code 49073 permits the _____ School District to disclose appropriately designated "directory information" without written consent, unless you have advised the District that you do not want your student's directory information disclosed without your prior written consent.

Directory information regarding pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

Student Directory Information

- ☐ I **consent** to have directory information released to any individual or organization.
- ☐ I do not wish to have any directory information released to any individual or organization.
- ☐ I do not wish to release the name, address and telephone number of the student named above to the agency or agencies I check below:
- | | |
|--|---|
| ☐ PTA (if applicable) | <i>For 11th or 12th grade students only:</i> |
| ☐ Health Department | ☐ United States Armed Forces |
| ☐ Elected Officials | ☐ Universities or Other Institutions of Higher Education |

Media Release

- ☐ The student may be interviewed, photographed, or filmed by members of the media.
- ☐ The student may NOT be interviewed, photographed, or filmed by members of the media.

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

DISTRITO ESCOLAR DE *[Insert your SCHOOL DISTRICT name here]*
2021-2022 AUTORIZACIÓN PARA DIVULGAR EL DIRECTORIO DE
INFORMACIÓN
(Aplicable Solo para el Año Escolar En Curso)

PADRES: POR FAVOR LEA Y COMPLETE LA INFORMACIÓN DE ABAJO Y
DEVUÉLVALO AL DIRECTOR DE LA ESCUELA

Nombre del Alumno: _____ Fecha de Nacimiento: _____
Dirección: _____
Ciudad: _____ Código Postal: _____
Número de Teléfono: _____ Grado: _____
Escuela: _____

El propósito principal del directorio de información es para permitir al Distrito Escolar de _____ incluir este tipo de información de los registros escolares de su hijo en ciertas publicaciones escolares. El directorio de información incluye nombres, direcciones y números de teléfono, información que generalmente no se considera perjudicial o una invasión de la intimidad si la divulga.

La Ley de Derechos Educativos de la Familia y la Confidencialidad (conocida en inglés como FERPA) y el Código de Educación 49073 permite al Distrito Escolar de _____ divulgar el “directorio de información” designado apropiadamente sin consentimiento escrito, a menos que usted le haya avisado al Distrito que no quiere que la información contenida en el directorio sobre su hijo sea divulgada sin previo aviso y por escrito.

El directorio de información con relación a un estudiante identificado como un niño o un joven sin un hogar no podrá ser divulgado a menos que el padre, o un estudiante elegible, haya proporcionado un consentimiento por escrito para que el directorio de información pueda ser divulgado.

Directorio de Información del Estudiante

- ☐ Doy mi **consentimiento** para que el directorio de información sea divulgado a cualquier individuo u organización.
- ☐ No doy mi consentimiento para divulgar ninguna parte del directorio de información a ningún individuo u organización.
- ☐ No doy mi consentimiento para divulgar el nombre, dirección y número de teléfono del estudiante nombrado arriba a la agencia o agencias indicadas abajo:
- | | |
|--|--|
| ☐ PTA (si es aplicable) | <i>Sólo para los estudiantes de grado 11 o 12:</i> |
| ☐ Departamento de Salud | ☐ Las Fuerzas Armadas de los Estados Unidos |
| ☐ Oficiales Elegidos | ☐ Universidades u Otras Instituciones de Educación Superior |

Comunicado en los Medios de Comunicación

- ☐ Los miembros de los medios de comunicación pueden entrevistar, fotografiar o filmar a mi hijo.
- ☐ Los miembros de los medios de comunicación NO PUEDEN entrevistar, fotografiar o filmar a mi hijo.

Firma del Padre/Tutor
(Si el estudiante es menor de 18 años)

Firma del Estudiante
(Si el estudiante tiene o es mayor de 18 años)

[Insert your SCHOOL DISTRICT name here]
2021-2022 CAL GRANT PROGRAM OPTION
(For students in the 11th grade)

PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR
SCHOOL BY _____ (date)

Student Name: _____ Date of Birth: _____
Address: _____
City: _____ Zip Code: _____
Telephone No.: _____ Grade: _____
School: _____

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students in applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant. Unless the school is notified while the student is in the 11th grade that he/she does not want to be considered a Cal Grant applicant, the student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official before October 1 of the student's 12th grade year.

Please indicate below whether or not you would like the school to electronically send CASC the student's GPA when he/she is in the 12th grade. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student.

- ☐ I **do not** want my/my student's GPA to be sent to CASC in the 12th grade.
- ☐ I grant consent for my/my student's GPA to be sent to CASC in the 12th grade.

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

NOTE to Schools: The March 2 application deadline may be extended up to 30 calendar days when requested by students impacted by natural disaster, state of emergency, labor action, or any other commission approval of "qualifying event".

DISTRITO ESCOLAR DE *[Insert your SCHOOL DISTRICT name here]*
2021-2022 OPCION DEL PROGRAMA DE BECAS CAL GRANT
(Para los estudiantes en grado once)

POR FAVOR LEA Y COMPLETE LA INFORMACIÓN DE ABAJO Y DEVUÉVALO A SU
ESCUELA ANTES DE _____ (date)

Nombre del Alumno: _____ Fecha de Nacimiento: _____

Dirección: _____

Ciudad: _____ Código Postal: _____

Número de Teléfono: _____ Grado: _____

Escuela: _____

Las becas Cal Grant es dinero para la Universidad que no tiene que ser devuelto. Para calificar, el estudiante tiene que cumplir con los requisitos financieros y de elegibilidad como también con el requisito de promedio mínimo (GPA). Las becas Cal Grant pueden ser utilizadas en cualquier Universidad de California, la Universidad Estatal de California o Colegio Comunitario de California. Algunas universidades independientes o escuelas técnicas en California también aceptan las becas Cal Grant.

Con el fin de ayudar a los estudiantes a aplicar para ayuda financiera, todos los estudiantes en el grado 12 se consideran automáticamente como un solicitante Cal Grant. A menos que la escuela sea notificada mientras el estudiante está en el grado 11 que él / ella no quiere ser considerado un solicitante Cal Grant, el GPA del estudiante será presentado a la Comisión de Ayuda Estudiantil de California (CASC) electrónicamente por un funcionario de la escuela o distrito escolar antes del 1 de octubre del grado 12 del estudiante.

Por favor indique abajo si desea o no desea que la escuela envíe electrónicamente al CASC el GPA del estudiante cuando él/ella esté en el grado 12. Una vez que el estudiante cumpla los 18 años de edad, solo el estudiante puede optar a sí mismo/a, y puede optar si el padre/tutor legal había decidido previamente de optar por el estudiante. Todos los GPAs de los estudiantes del grado 12 serán enviados a CASC el día (date).

- ☐ **No deseo** que el GPA de mi/mi estudiante sea enviado al CASC.
- ☐ Doy mi consentimiento para que el GPA de mi/mi estudiante sea enviado a CASC.

Firma del Padre/Tutor
(Si el estudiante es menor de 18 años)

Firma del Estudiante
(Si el estudiante tiene o es mayor de 18 años)

NOTE to Schools: The March 2 application deadline may be extended up to 30 calendar days when requested by students impacted by natural disaster, state of emergency, labor action, or any other commission approval of "qualifying event".

[Insert your SCHOOL DISTRICT name here]
2021-2022 ANNUAL PESTICIDE NOTIFICATION REQUEST
(Applicable Only for the Current School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL

Parents/guardians can register with the school to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code 13184, can do so by accessing the Department's web-site at www.cdpr.ca.gov.

If the schoolsite does not have an integrated pest management plan posted delete this box completely. If a plan is posted, include the following paragraph and remove the box and the instructions in italics:

To access the school's integrated pest management plan, please visit: *(provide Internet address)*.

Student Name: _____ Date of Birth: _____
Address: _____
City: _____ Zip Code: _____
Telephone No.: _____ Grade: _____
School: _____

- ☐ I would like to be pre-notified every time a pesticide application is to take place at the school. I understand that the notification will be provided at least 72 hours before the application.
- ☐ I do not need to be notified every time a pesticide application is to take place at the school. I understand that the notification will be posted at least 24 hours before the application.

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

DISTRITO ESCOLAR DE *[Insert your SCHOOL DISTRICT name here]*
2021-2022 SOLICITUD ANNUAL PARA NOTIFICACIÓN DE PESTICIDA
(Aplicable Solo para el Año Escolar En Curso)

PADRES: POR FAVOR LEA Y COMPLETE LA INFORMACIÓN DE ABAJO Y
DEVUÉLVALO A SU ESCUELA

Los padres/tutores podrán registrarse con la escuela para recibir notificación de aplicaciones de cada pesticida individual. Las personas quienes se registren para esta notificación serán informadas en menos de setenta y dos (72) horas antes de la aplicación, excepto en emergencias, y serán proporcionadas con el nombre y componente(s) activo(s) del pesticida y también con la fecha de aplicación deseada.

Los padres/tutores solicitando acceso a información sobre pesticidas y reducción del uso de pesticida elaborado por el Departamento de Regulador de Pesticida conforme al Código de Alimento y Agricultura de California 13184, pueden encontrarla en el sitio-web del Departamento www.cdpr.ca.gov.

If the schoolsite does not have an integrated pest management plan posted delete this box completely. If a plan is posted, include the following paragraph and remove the box and the instructions in italics:

Para tener acceso al plan de manejo de las plagas, por favor visite: *(provide Internet address)*.

Nombre del Estudiante: _____ Fecha de Nacimiento: _____

Dirección: _____

Ciudad: _____ Código Postal: _____

Número de Teléfono: _____ Grado: _____

Escuela: _____

- ☐ Quisiera estar pre-notificado cada vez que aplique un pesticida en la escuela. Entiendo que me proporcionará la notificación en menos de 72 horas antes de que sea aplicado.
- ☐ No necesito estar notificado cada vez que se aplique un pesticida en la escuela. Entiendo que harán pública la notificación en menos de 24 horas antes de que sea aplicado.

Firma del Padre/Tutor
(Si el estudiante es menor de 18 años)

Firma del Estudiante
(Si el estudiante tiene o es mayor de 18 años)

[Insert your SCHOOL DISTRICT name here]
2021-2022 CONCUSSION INFORMATION SHEET
(Applicable Only for the Current School Year)

A concussion is a type of brain injury and all brain injuries are serious. A concussion can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. It can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion may show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion listed below, or if you notice the symptoms or signs of concussion yourself, your child should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, determines that your child is symptom-free and able to return to play.

<i>Signs observed by coaching staff...</i>	<i>Symptoms reported by athletes...</i>
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

Concussions affect people differently. While most athletes with concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. In rare cases, a dangerous blood clot may form on the brain and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body she/he exhibits any of the following danger signs:

One pupil is larger than the other	Convulsions or seizures
Is drowsy or cannot be awakened	Cannot recognize people or places
Weakness, numbness, or decreased coordination	Repeated vomiting or nausea
Slurred speech	Has unusual behavior
A headache that not only does not diminish, but gets worse	Becomes increasingly confused, restless, or agitated
Loses consciousness	

WHY MUST AN ATHLETE BE REMOVED FROM PLAY AFTER A CONCUSSION?

If an athlete has a concussion, his/her brain needs time to heal. Continuing to play while the brain is still healing leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that young athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

IF YOU THINK YOUR CHILD HAS SUFFERED A CONCUSSION

If you suspect that your child has a concussion, remove him/her from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. Do not try to judge the severity of the injury yourself. Close observation of the athlete should continue for several hours. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse.

California Education Code 49475 and the California Interscholastic Federation (CIF) Bylaw 313 require implementation of long and well-established return to play concussion guidelines that help ensure and protect the health of student athletes:

Any athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to the athletic activity until he or she is evaluated by a licensed health care provider who is trained in the management of concussions and is acting within the scope of his or her practice. The athlete shall not be permitted to return to the athletic activity until he or she receives written clearance to return to the athletic activity from that licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider.

It's better to miss one game than miss the whole season.

For more information, visit: <http://www.cdc.gov/headsup/youthsports/index.html> (Centers for Disease Control and Prevention) or http://www.cifstate.org/sports-medicine/concussions/student_parents (CIF)

Student-athlete Name

Student-athlete Signature

Date

Parent or Legal Guardian

Parent or Legal Guardian Signature

Date

DISTRITO ESCOLAR DE *[Insert your SCHOOL DISTRICT name here]*
2021-2022 INFORMACIÓN SOBRE LA CONMOCIÓN CEREBRAL
(Aplicable Solo para el Año Escolar En Curso)

Una conmoción cerebral es una herida cerebral y todas las heridas cerebrales son graves. Dichas heridas son causadas por un golpe ligero, un golpe fuerte, o un movimiento repentino de la cabeza, o por un golpe fuerte a otra parte del cuerpo con fuerza que se trasmite a la cabeza. Las heridas varían entre ligeras o graves y pueden interrumpir la manera en la que el cerebro funciona. Aunque la mayoría de las conmociones cerebrales son ligeras, **todas las conmociones cerebrales tienen el potencial de ser graves y si no se reconocen y tratan correctamente podrían tener como resultado complicaciones incluyendo daño cerebral prolongado o la muerte.** Eso quiere decir que cualquier “golpecito” a la cabeza podría ser grave. Las conmociones cerebrales no son visibles y en su mayoría las conmociones cerebrales que ocurren durante los deportes no ocasionan la pérdida de conocimiento.

¿CUALES SON LAS SEÑALES Y SÍNTOMAS DE UNA CONMOCIÓN CEREBRAL?

Las señales y síntomas de una conmoción cerebral podrían aparecer inmediatamente después de una herida o podrían no aparecer o ser notables hasta días o semanas después de la herida. Si su hijo(a) reporta cualquier síntoma de una conmoción cerebral mencionados a continuación, o si usted mismo se da cuenta de los síntomas de una conmoción cerebral, por favor abstenga a su hijo(a) de participar en el juego el día de la herida y hasta que un profesional de la salud, con experiencia en la evaluación de conmociones cerebrales determine que su hijo(a) no presenta ningún síntoma y puede regresar al juego.

<i>Señales observadas por los entrenadores...</i>	<i>Síntomas reportados por los deportistas...</i>
Parece desorientado	Dolor de cabeza o “presión” en la cabeza
Esta confundido sobre la asignación o posición	Nausea o vómito
Se le olvida la instrucción	Problemas de equilibrio o mareo
Está confundido sobre el juego, los puntos o el oponente	Visión doble o borrosa
Se mueve torpemente	Sensibilidad a la luz
Contesta las preguntas lentamente	Sensibilidad al ruido
Pérdida de conocimiento (aun brevemente)	Decaído, confundido, o mareado
Muestra cambios de humor, de comportamiento, o personalidad	Problemas con concentración o memoria
No puede recordar los eventos que sucedieron antes de la colisión o caída	Confundido
No puede recordar los eventos que sucedieron después de la colisión o caída	“No se siente bien” o “Se siente decaído”

Las conmociones cerebrales afectan a las personas de diferente manera. A veces algunos deportistas se recuperan con rapidez y por completo, mientras que a otros los síntomas les pueden durar por días o semanas. Una conmoción más seria puede durar por meses o más tiempo. En ciertos casos, un peligroso coágulo de sangre se puede formar en el cerebro y presionar sobre el cráneo. Un deportista debería de recibir atención médica de inmediato después de recibir un golpe ligero, un golpe fuerte, o un movimiento repentino de la cabeza o el cuerpo si él/ella muestra cualquiera de las siguientes señales de peligro:

Una pupila es más grande que la otra	Convulsiones o ataques
Esta adormilado o no se puede despertar	No reconoce a las personas o lugares
Debilidad, entumecimiento o disminución en la coordinación	Vómito o nausea constante
Arrastra las palabras	Tiene un comportamiento inusual
Dolor de cabeza que no solo no disminuye sino que empeora	Está muy confundido, inquieto o agitado
Pierde el conocimiento	

¿POR QUÉ SE DEBE RETIRAR A UN DEPORTISTA DEL JUEGO DESPUÉS DE UNA CONMOCIÓN CEREBRAL?

Si un deportista tiene una conmoción cerebral, su cerebro necesita tiempo para recuperarse. Continuar jugando con las señales o síntomas de una conmoción cerebral pone al deportista en riesgo de sufrir una

herida más grave. La probabilidad de que se sufra daño significativo de una conmoción aumenta cuando ha pasado un periodo de tiempo largo después de que sucedió la conmoción cerebral, sobre todo si el deportista sufre otra conmoción cerebral antes de recuperarse completamente de la primera. Eso puede traer como consecuencia una recuperación más prolongada o incluso una hinchazón cerebral (síndrome de segundo impacto) con consecuencias devastadoras o fatales. Es bien conocido que los deportistas jóvenes frecuentemente no reportan los síntomas de sus heridas. Eso es el caso también con las conmociones cerebrales. Por lo mismo es importante que los administradores, entrenadores, padres y estudiantes estén bien informados, lo cual es la clave para la seguridad de los estudiantes deportistas.

SI CREE QUE SU HIJO(A) HA SUFRIDO UNA CONMOCIÓN CEREBRAL

Si usted sospecha que su hijo(a) tiene una conmoción cerebral, retire a este estudiante del juego o entrenamiento inmediatamente. Ningún deportista puede volver a participar en la actividad después de sufrir una herida de cabeza o conmoción cerebral sin el permiso médico, no importa si la herida parece ser ligera o los síntomas desaparecen rápidamente. No trate de evaluar la gravedad de la herida por usted mismo. Se debe observar el mejoramiento del deportista por varias horas. El reposo es la clave para la recuperación de una conmoción cerebral. Los ejercicios o actividades que requieren de mucha concentración, tales como el estudiar, trabajar en la computadora, o jugar video juegos, podrían ocasionar que los síntomas reaparezcan o empeoren.

El Código de Educación de California 49475 y el estatuto 313 de la Federación Interescolar de California (CIF por sus siglas en inglés) requiere la implementación de las siguientes normas para regresar a jugar un deporte después de sufrir una conmoción cerebral, las cuales se han recomendado por muchos años:

Cuando se sospeche que un deportista ha sufrido una conmoción cerebral o herida a la cabeza en una actividad deportiva, a este estudiante deportista se le debe retirar de la actividad deportiva en ese momento y por el resto del día, y no podrá volver a la actividad deportiva hasta que le evalúe un proveedor autorizado de cuidado de la salud con capacitación en la evaluación y manejo de las conmociones cerebrales y esté actuando dentro del ámbito de su práctica. El deportista no podrá regresar a la actividad deportiva hasta que reciba un permiso por escrito para volver a participar en esta actividad deportiva de dicho proveedor autorizado de cuidado de la salud. Si un proveedor autorizado de cuidado de la salud determina que el deportista ha sufrido una conmoción cerebral o una herida a la cabeza, el deportista deberá completar un protocolo gradual de regreso al juego de no menos de 7 días de duración bajo la supervisión de un proveedor autorizado de cuidado de la salud.

Es preferible faltar a un partido que faltar toda la temporada.

Para más información por favor visite el sitio en Internet:

<http://www.cdc.gov/headsup/youthsports/index.html> (Centros para el Control y Prevención de Enfermedades) o http://www.cifstate.org/sports-medicine/concussions/student_parents (CIF)

Nombre del estudiante atleta

Firma del estudiante atleta

Fecha

Nombre del padre o tutor legal

Firma del padre o tutor legal

Fecha

[Insert your SCHOOL DISTRICT name here]
2021-2022 SUDDEN CARDIAC ARREST INFORMATION SHEET
(Applicable Only for the Current School Year)

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. It is fatal in 92 percent of cases if not properly treated within minutes.

WHAT ARE THE WARNING SIGNS AND RISK FACTORS OF SCA?

SCA often has no warning signs. In fact, the first symptom could be death. Athletes (and often their parents) don't want to jeopardize their playing time, so they may avoid telling parents or coaches in hopes that the symptoms will "just go away" on their own. Or, they may think they're just out of shape and need to train harder. Student athletes need to recognize and seek help if any of the conditions listed below are present.

Potential indicators that SCA is about to happen:

- Racing heart, palpitations or irregular heartbeat
- Dizziness or lightheadedness
- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise
- Excessive shortness of breath during exercise

Factors that increase the risk of SCA:

- Family history of known heart abnormalities or sudden death before age 50
- Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- Family members with unexplained fainting, seizures, drowning or near drowning or car accidents
- Known structural heart abnormality, repaired or unrepaired
- Use of drugs, such as cocaine, inhalants, "recreational" drugs or excessive energy drinks

HOW CAN THE CONDITIONS OF SCA BE DETECTED?

Physical Exam and Medical History. Prior to participating in athletics, students are required to get a physical and complete a medical history. This form asks questions about family history and heart conditions. The physical exam should include listening to the heart.

Heart Screening. An electrocardiogram (ECG) is an effective diagnostic tool that detects irregularities. An abnormal ECG exam can lead to other tests like an echocardiogram, stress test, Holter monitor and more.

IF YOU THINK YOUR CHILD HAS EXPERIENCED ANY SCA SYMPTOMS

If your child has experienced any SCA-related symptoms, it is crucial to get follow-up care as soon as possible with a primary care physician. If the athlete has any of the SCA risk factors, these should also be discussed with a doctor to determine if further testing is needed. Wait for the doctor's feedback before returning your child to play, and alert his/her coach, trainer and school nurse about any diagnosed conditions.

California Education Code 33479.5 and the California Interscholastic Federation (CIF) Bylaw 503 require implementation of a sudden cardiac arrest protocol that helps ensure and protect the health of student athletes:

A student who passes out or faints while participating in or immediately following an athletic activity, or who is known to have passed out or fainted while participating in or immediately following an athletic activity, must be removed from participation at that time by the athletic director, coach, athletic trainer, or authorized person. A student who is removed from play after displaying signs and symptoms associated with sudden cardiac arrest may not be permitted to return to participate in an athletic activity until the student is evaluated and cleared to return to participate in writing by a physician and surgeon.

For more information, visit: <http://cifstate.org/sports-medicine/sca/index> (CIF)

Cut and RETURN bottom portion only. Please keep upper portion for your information.

I have reviewed and understand the symptoms and warning signs of SCA.

Student-athlete Name

Student-athlete Signature

Date

Parent or Legal Guardian

Parent or Legal Guardian Signature

Date

DISTRITO ESCOLAR DE *[Insert your SCHOOL DISTRICT name here]*
2021-2022 INFORMACIÓN SOBRE EL PARO CARDÍACO REPENTINO
(Aplicable Solo para el Año Escolar Actual)

El Paro Cardíaco Repentino (SCA por sus siglas en inglés) sucede cuando el corazón de repente e inesperadamente deja de latir. Cuando esto sucede, se detiene el flujo sanguíneo hacia el cerebro y otros órganos vitales. El SCA no es un paro cardíaco. Un paro cardíaco es causado por una obstrucción que detiene el flujo sanguíneo hacia el corazón. El SCA es una falla en el sistema eléctrico del corazón haciendo que la víctima colapse. Un defecto genético o congénito en la estructura del corazón es la causa de la falla. Es mortal en el 92 por ciento de los casos si no se trata adecuadamente en cuestión de minutos.

¿CUÁLES SON LOS FACTORES DE RIESGO Y LOS SIGNOS DE ADVERTENCIA DE SCA?

SCA a menudo no tiene señales de advertencia. De hecho, el primer síntoma podría ser la muerte. Los atletas (y a veces también sus padres) no quieren que pierda tiempo de juego, por eso evitan avisar a los padres o entrenadores si sienten síntomas porque esperan hasta que “simplemente desaparezcan.” O, piensan que están apenas fuera de forma y necesitan entrenar más duro. Los estudiantes atletas necesitan reconocer y buscar ayuda si se presentan algunas de las condiciones enumeradas a continuación.

Posibles indicadores de que un SCA esté a punto de ocurrir:

- Corazón acelerado/taquicardia, palpitaciones o latidos irregulares
- Mareos o sentirse a punto del desmayo
- Desmayo o incautación, especialmente al hacer o después de ejercicio
- Desmayos frecuentes o después de un sobresalto o mucha excitación
- Dolor en el pecho o incomodidad al hacer ejercicio
- Fatiga excesiva o inesperada o al hacer o después de ejercicio
- Excesiva dificultad para respirar al hacer ejercicio

Factores que incrementan el riesgo de que suceda un SCA:

- Historial familiar de anomalías cardíacas conocidas o muerte súbita antes de los 50 años
- Historial familiar específico de Síndrome del QT Largo, Síndrome de Brugada, Cardiomiopatía Hipertrófica o Displasia Arritmogénica del Ventrículo Derecho (DAVD)
- Familiares con desmayos inexplicables, incautaciones, que se ahogaron o casi se ahogaron, o accidentes automovilísticos
- Anomalías conocidas de la estructura del corazón, reparadas o no
- Uso de narcóticos, como la cocaína, inhalantes, drogas “recreativas” o bebidas energéticas excesivas

¿CÓMO SE PUEDEN DETECTAR LAS CONDICIONES DE SCA?

Examen Físico e Historia Médica. Antes de participar en el atletismo, se requiere que los estudiantes obtengan un examen físico y completen un historial médico. Este formulario hace preguntas sobre la historia familiar y las condiciones del corazón. El examen físico debe incluir escuchar el corazón.

Prueba de Detección del Corazón. Un electrocardiograma (ECG) es una herramienta de diagnóstico eficaz que detecta irregularidades. Un examen de ECG anormal puede conducir a otras pruebas como un ecocardiograma, prueba de estrés, monitor Holter y más.

SI PIENSA QUE SU HIJO HA EXPERIMENTADO CUALQUIER SÍNTOMAS DE SCA

Si su hijo/a ha experimentado cualquier síntoma relacionado con SCA, es crucial obtener atención de seguimiento tan pronto como sea posible con un médico de atención primaria. Si el atleta presenta cualquiera de los factores que incrementan el riesgo de que suceda un SCA, éstos también deben ser discutidos con un médico para determinar si se necesitan más pruebas. Espere recibir los comentarios del médico antes de que su hijo/a vuelva a jugar, y avise al entrenador, el preparador y la enfermera de la escuela acerca de cualquier condición diagnosticada.

El Código de Educación de California 33479. y el reglamento 503 de la Federación Interescolar de California (CIF por sus siglas en inglés) requiere la implementación de un protocolo de paro cardíaco repentino que ayuda a asegurar y proteger la salud de los estudiantes atletas:

Un estudiante que se ha desmayado o se desmaya al participar en o inmediatamente después de una actividad deportiva, o que se sabe que se ha desmayado o se desmayó al participar en o inmediatamente después de haber participado en una actividad atlética, será retirado de la participación en ese momento por el director atlético, entrenador, preparado atlético o persona autorizada. Un estudiante que es retirado del juego después de mostrar signos y síntomas asociados con un paro cardíaco repentino no se le puede permitir volver a participar en una actividad atlética hasta que el estudiante sea evaluado y autorizado para volver a participar por escrito por un médico y cirujano.

Para más información por favor visite el sitio en Internet: <http://cifstate.org/sports-medicine/sca/index> (CIF)

Por favor corte y REGRESE la parte inferior solamente. Mantenga la información anterior para su información.

He revisado y comprendo los síntomas y señales de advertencia de SCA.

Nombre del estudiante atleta

Firma del estudiante atleta

Fecha

Nombre del padre o tutor legal

Firma del padre o tutor legal

Fecha

[Insert your SCHOOL DISTRICT name here]
2021-2022 PRESCRIPTION OPIOIDS INFORMATION SHEET
(Applicable Only for the Current School Year)

Prescription opioids may be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your health care provider to make sure you are getting the safest, most effective care.

WHAT ARE THE RISKS AND SIDE EFFECTS OF OPIOID USE?

Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use. An opioid overdose, often marked by slowed breathing, can cause sudden death.

The use of prescription opioids can have a number of **side effects** as well, even when taken as directed:

- Tolerance – meaning you might need to take more of a medication for the same pain relief.
- Physical dependence – meaning you have symptoms of withdrawal when a medication is stopped.
- Increased sensitivity to pain
- Constipation
- Nausea, vomiting, and dry mouth
- Sleepiness and dizziness
- Confusion
- Depression
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Itching and sweating

RISKS ARE GREATER WITH:

- History of drug misuse, substance use disorder, or overdose
- Mental health conditions (such as depression or anxiety)
- Sleep apnea
- Pregnancy

Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your health care provider, medications to avoid include:

- Benzodiazepines (such as Xanax or Valium)
- Muscle relaxants (such as Soma or Flexeril)
- Hypnotics (such as Ambien or Lunesta)
- Other prescription opioids

KNOW YOUR OPTIONS

Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options **may actually work better** and have fewer risks and side effects. Options may include:

- Pain relievers such as acetaminophen, ibuprofen, and naproxen
- Some medications that are also used for depression or seizures
- Physical therapy and exercise
- Cognitive behavioral therapy, a psychological, goal-directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.

IF YOU ARE PRESCRIBED OPIOIDS FOR PAIN

- Never take opioids in greater amounts or more often than prescribed.
- Follow up with your primary health care provider
 - Work together to create a plan on how to manage your pain
 - Talk about ways to help manage your pain that don't involve prescription opioids
 - Talk about any and all concerns and side effects.
- Help prevent misuse and abuse.
 - Never sell or share prescription opioids
 - Never use another person's prescription opioids
- Store prescription opioids in a secure place and out of reach of others including visitors, children, friends, and family.
- Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program, or flush them down the toilet, following guidance from the Food and Drug Administration (www.fda.gov/Drugs/ResourcesForYou).
- Visit www.cdc.gov/drugoverdose to learn about the risks of opioid abuse and overdose.
- If you believe you may be struggling with addiction, tell your health care provider and ask for guidance or call SAMHSA's National Helpline at 1-800-662-HELP.

Be Informed! Make sure you know the name of your medication, how much and how often to take it, and its potential risks and side effects.

For more information, visit: www.cdc.gov/drugoverdose/prescribing/guideline.html

Cut and RETURN bottom portion only. Please keep upper portion for your information.

I have reviewed and understand the provided document regarding prescription opioid information:

Student-athlete Name

Student-athlete Signature

Date

Parent or Legal Guardian Name

Parent or Legal Guardian Signature

Date

[Insert your SCHOOL DISTRICT name here]
2021-2022 FORMULARIO DE RECETAS DE ESTUFICIENTES
(Aplicable solo para el año escolar actual)

Los opioides recetados se pueden usar para ayudar a aliviar el dolor moderado a severo y usualmente se recetan después de una cirugía o lesión, o para ciertas condiciones médicas. Estos medicamentos pueden ser una parte importante del tratamiento, pero también llevan riesgos graves. Es importante trabajar con su proveedor médico para asegurarse de que esté recibiendo la atención más segura y efectiva.

¿CUÁLES SON LOS RIESGOS Y EFECTOS SECUNDARIOS DEL USO DE ESTUFICIENTES?

Los opioides recetados llevan graves riesgos de adicción y sobredosis, especialmente con el uso prolongado. Una sobredosis de opioides recetados, marcada por respiración lenta, a menudo puede causar la muerte súbita.

El uso de opioides recetados también puede tener varios efectos secundarios, incluso cuando se toma según las indicaciones:

- Tolerancia - lo que significa que podría necesitar tomar más de un medicamento para el mismo alivio del dolor.
- Dependencia física –lo que significa que tiene síntomas de abstinencia cuando se suspende el uso de un medicamento.
- Mayor sensibilidad al dolor
- Estreñimiento
- Náuseas, vómitos y sequedad de boca
- Somnolencia y mareos
- Confusión
- Depresión
- Bajos niveles de testosterona que pueden resultar en un menor deseo sexual, energía y fuerza
- Comezón y sudoración.

LOS RIESGOS SON MAYORES CON:

- Historial de uso indebido de drogas, trastorno por uso de sustancias o sobredosis
- Condiciones de salud mental (como depresión o ansiedad)
- Apnea del sueño
- El embarazo

Evite el alcohol mientras esté tomando opioides recetados. Además, a menos que su proveedor médico lo indique específicamente, los medicamentos que debe evitar incluyen:

- Benzodiacepinas (como Xanax o Valium)
- Relajantes musculares (como Soma o Flexeril)
- Hipnóticos (como Ambien o Lunesta)
- Otros opioides recetados

CONOCE TUS OPCIONES

Hable con su proveedor de atención médica sobre formas de controlar su dolor que no impliquen opiodes recetados. Algunas de estas opciones **pueden funcionar mejor** y tener menos riesgos y efectos secundarios. Las opciones pueden incluir:

- Analgésicos como el paracetamol, ibuprofeno y naproxeno
- Algunos medicamentos que también se usan para la depresión o las convulsiones.
- Fisioterapia y ejercicio.

- Terapia cognitiva conductual, un enfoque psicológico orientado hacia el objetivo, en el que los pacientes aprenden cómo modificar los desencadenantes físicos, conductuales y emocionales del dolor y el estrés.

SI TIENES OPIOIDES PRESCRITOS PARA EL DOLOR

- Nunca tome opioides en cantidades mayores o con mayor frecuencia de lo recetado.
- Haga un seguimiento con su proveedor de atención médica
 - Trabajen juntos para crear un plan para el mantenimiento de su dolor
 - Hable sobre maneras de ayudar a controlar su dolor que no involucren opioides recetados
 - Hable acerca de todas y cada una de las preocupaciones y efectos secundarios.
- Ayude a prevenir el mal uso y abuso.
 - Nunca vender o compartir opioides recetados
 - Nunca use opioides de otra persona
- Guarde los opioides recetados en un lugar seguro y fuera del alcance de otros, incluyendo a los visitantes, los niños, los amigos y la familia.
- Deseche de forma segura los opioides recetados que no haya utilizado: encuentre el programa de devolución de medicamentos de la comunidad o el programa de devolución de medicamentos de su farmacia o deséchelos en el excusado siguiendo las instrucciones de la Administración de Medicamentos y Alimentos (www.fda.gov/Drugs/ResourcesForYou).
- Visite www.cdc.gov/drugoverdose para conocer los riesgos del abuso de opioides y la sobredosis.
- Si cree que puede estar luchando contra la adicción, infórmese a su proveedor de atención médica y solicite orientación o llame a la línea de ayuda nacional de SAMHSA al 1-800-662-HELP.

¡Manténgase informado! Asegúrese de saber el nombre de su medicamento, cuánto y con qué frecuencia debe tomarlo, y sus posibles riesgos y efectos secundarios.

Para más información visite: www.cdc.gov/drugoverdose/prescribing/guideline.html

Por favor corte y REGRESE la parte inferior solamente. Mantenga la información anterior para su información.

He revisado y entiendo el documento provisto con respecto a la información de opioides recetados:

Nombre del estudiante-atleta

Firma del estudiante-atleta

Fecha

Nombre del padre o tutor legal

Firma del padre o tutor legal

Fecha

[Insert your SCHOOL DISTRICT name here]
2021-2022 NOTICE REGARDING HOMELESS EDUCATION

NOTE to Schools Only: LACOE and CDE have sample posters available as well.

Notification of these rights must be posted in places such as school enrollment areas, parent centers, shelters, food banks, laundromat, community agencies, and other places that parents and students may utilize.

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. Every school district must appoint a liaison to assist these students.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a *fixed, regular, and adequate* nighttime residence and may temporarily:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction, or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the *school of origin*, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months; or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school’s decision by contacting the district’s homeless liaison at __ and following the district’s dispute resolution policy.

The law requires the immediate enrollment of homeless students, which is defined as “attending class and participating fully in school activities”. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records or other documentation usually required for enrollment. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have runaway or have been pushed out of their homes, have access to these same rights.

A homeless student that transfers schools after the second year of high school, and is greatly deficient in credits may be able to graduate within four years with reduced state requirements. School districts are required to issue and accept partial credit for courses that have been satisfactorily completed.

**English: <https://www.cde.ca.gov/sp/hs/cy/documents/homelesspostereng.pdf>*

**Multiple languages: <https://inet2.cde.ca.gov/cmd/translatedparentaldoc.aspx?docid=9959-9965>*

[Insert your SCHOOL DISTRICT name here]

2021-2022 NOTIFICACIÓN CON RESPECTO A LA EDUCACIÓN SIN HOGAR

NOTE to Schools Only: LACOE and CDE have sample posters available as well.

La Ley de Asistencia para “Personas sin un Hogar” de McKinney-Vento para Niños y Jóvenes sin un hogar da derecho a todos los niños de edad escolar sin un hogar a la misma educación pública gratuita y apropiada que se proporciona a los estudiantes con un hogar. Cada distrito escolar tiene que nombrar un coordinador para las personas sin un hogar para ayudar a estos estudiantes.

Un estudiante sin un hogar se define como una persona entre las edades de nacimiento (programas de Early Head Start y Head Start) a veintidós años de edad (para estudiantes de educación especial), que carecen de una residencia nocturna regular, adecuada, fija y podría temporalmente:

- Vivir en un refugio de emergencia o de transición; edificio abandonado, coche estacionado, u otra instalación que no está diseñada como lugar regular para dormir para los seres humanos;
- Vivir “junto” con otra familia, debido a la pérdida de vivienda derivada de problemas financieros (por ejemplo, pérdida de trabajo, desalojo o desastre natural);
- Vivir en un hotel o motel;
- Vivir en un parque de casas rodantes o en un campamento con su familia;
- Haber sido abandonado/a en un hospital;
- Estar en espera de un refugio adoptivo en circunstancias limitadas;
- Vivir en un hogar para madres solteras o futuras madres, de edad escolar, si no hay otra vivienda disponible; o
- Estar abandonado/a, haber huido del hogar o ser expulsado o ser un joven migrante que califica como sin hogar porque él/ella está viviendo en circunstancias descritas anteriormente.

Un estudiante sin un hogar tiene el derecho de asistir a la escuela, ya sea de origen, se define como la última escuela de inscripción o la última a la que asistió cuando tenía un hogar o cualquier otra escuela que haya asistido en los últimos quince (15) meses; o la escuela actual de residencia. Si surge una disputa sobre la selección o la inscripción escolar, el padre/tutor legal tiene el derecho de disputar la decisión de la escuela contactando al coordinador del distrito para las personas sin un hogar al _ y de acuerdo con la política disolución de disputas del distrito.

La ley exige la inscripción inmediata de los estudiantes sin un hogar, que se define como “asistir a clase y participar plenamente en las actividades escolares”. Las escuelas no pueden demorar o impedir la inscripción de un estudiante debido a la falta de registros de la escuela o de inmunización o cualquier otro documento usualmente requerido para la inscripción. Es responsabilidad del coordinador del distrito para las personas sin un hogar de referir a los padres a todos los programas y servicios para los cuales el estudiante califica. Las referencias pueden incluir, pero no se limitan a: la nutrición gratuita, servicios de educación especial, tutoría, programas para el aprendizaje del inglés, el programa de Educación para Dotados y Talentosos, preescolar, servicios para antes y después de la escuela o cualquier otro programa ofrecido por la escuela o el distrito. El distrito debe asegurar la transportación, a petición de los padres/tutores legales/joven solo sin un hogar, hacia y desde la escuela de origen, si es posible.

Los jóvenes no acompañados, tales como los padres adolescentes que no viven con sus padres o tutores legales o los estudiantes que han huido del hogar o los han expulsado fuera de sus hogares, tendrán acceso a los mismos derechos.

**English: <https://www.cde.ca.gov/sp/hs/cy/documents/homelesspostereng.pdf>*

**Multiple languages: <https://inet2.cde.ca.gov/cmd/translatedparentaldoc.aspx?docid=9959-9965>*

[Insert your SCHOOL DISTRICT name here]
2021-2022 INTERNET SAFETY FOR STUDENTS

District Superintendent to Parents

Subject: INTERNET SAFETY

Dear Parents and Guardians:

The _____ School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, posted to popular social networking Web sites. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation.

The popularity of these Web sites seems to be growing. FaceBook.com, for example, is said to have millions of members and has become one of the most popular “message exchange” sites among students nationwide.

Unfortunately, some of these Web sites are being used by child predators, “cyber bullies,” and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such Web sites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called “cyber bullies,” mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students’ home or school addresses, thereby becoming easy targets for predators.

The _____ School District has blocked the use of these social networking Web sites from our school computers. We will continue to block objectionable material as we deem appropriate.

Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These Web sites are public domain, and anything posted there can be seen by anyone who has Internet access. Although most of what is written is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate this site by personally logging on to the site. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search results by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this Web site.

Helpful Tips and Resources

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with Facebook, Instagram, Snapchat, or similar Web sites. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example, SafeKids.com, located online at <http://www.safekids.com>, and Web Wise Kids, located online at <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by e-mail at webwisekids2@aol.com.

The _____ School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have questions or would like more information, please feel free to contact (*district contact information to be added here*).

Sincerely,

NAME OF SUPERINTENDENT
NAME OF SCHOOL DISTRICT

[Insert your SCHOOL DISTRICT name here]
2021-2022 AVISO SEGURIDAD EN INTERNET PARA ESTUDIANTES

Del Superintendente de Distrito para los Padres

Asunto: SEGURIDAD EN EL INTERNET

Estimados padres y tutores:

El distrito escolar de _____ se enorgullece en proporcionar un ambiente seguro para sus estudiantes. Está surgiendo la preocupación en el ámbito nacional sobre el uso impropio del “Internet” por parte de los estudiantes. Este problema puede ser muy perjudicial, y por eso les pido que nos ayuden a enfrentarnos a este nuevo reto.

En todo el país, las escuelas han notado un aumento en el comportamiento negativo de los estudiantes como resultado de los mensajes escritos usando tecnología electrónica, colocados en los sitios Web de las redes sociales más populares. Muchos sitios tienen funciones de intercambio instantáneo de mensajes, lo que permite a los estudiantes charlar con otros estudiantes y también colocar mensajes que comúnmente no se dirían en una conversación cara a cara.

La popularidad de estos sitios Web parece estar en aumento. Se dice que el sitio *FaceBook.com*, por ejemplo, tiene millones de miembros y se ha convertido en el sitio más popular de intercambio de mensajes entre los estudiantes de todo el país.

Desafortunadamente, algunos de estos sitios Web son también utilizados por personas sin escrúpulos cuyas víctimas son niños, “ciberfanfarrones” y estafadores. Que sepamos, no hay ningún adulto oficialmente responsable de supervisar el contenido de estos sitios Web, y algunos estudiantes usan estos sitios para intimidar o amenazar a otros estudiantes. Los llamados “ciberfanfarrones” (*cyber-bullies*), la mayoría niños entre 9 y 14 años, usan el anonimato del Internet para lastimar a otros sin presenciar las consecuencias. Los estudiantes que son intimidados en Internet a veces no informan de estos sucesos por temor a que se les prohíba usar el Internet.

Han habido casos, fuera de nuestras escuelas, en que adultos se hacen pasar por niños y obtienen acceso a los cuartos de charla de los estudiantes. En algunas ocasiones, estos contactos han terminado en tragedia. Algunos estudiantes ingenuos exponen suficiente información personal y con estos datos algunas personas sin escrúpulos pueden localizar la dirección de su casa o la de la escuela, y de esta forma se convierten en víctimas fáciles.

El distrito escolar de _____ ha obstruido el acceso a los sitios Web de las redes sociales en las computadoras de las escuelas. Vamos a continuar prohibiendo materiales ofensivos que consideremos no apropiados.

Los padres deberían de estar al tanto de lo que sus hijos escriben en el Internet y lo que otros les responden. Estos sitios Web son de acceso público, y todo lo que se escribe puede ser visto por cualquier persona en Internet. A pesar de que la mayor parte de lo que se escribe puede no ser inmoral, ofensivo o ilegal, hay parte que sí lo es. Puede usted investigar este sitio Web, si así lo desea, entrando en ese sitio. Los servicios son gratuitos, y el usuario se puede registrar utilizando una dirección de correo electrónico. Una vez que usted se registre, puede hacer una búsqueda por nombre y correo electrónico para ver si su hijo/a está registrado/a. También puede limitar la búsqueda escribiendo el nombre de su ciudad. Así podrá ver el tipo de información personal, mensajes, diarios y fotografías que los estudiantes colocan en este sitio Web.

Información y Recursos Útiles

Esperamos que usted hable con su hijo/a sobre el posible peligro del Internet. Pregúntele si tiene una cuenta con Facebook, Instagram, Snapchat, y otros sitios Web similares. Si su hijo/a está usando un sitio de este tipo con su permiso, tal vez quiera usted revisar la información expuesta para asegurarse que no haya datos personales ni que permitan la identificación.

También queremos animarle a establecer reglas y pautas para garantizar la seguridad de su niño/a en Internet. Algunos sitios Web ofrecen guía a los padres y a las familias sobre seguridad en el Internet; por ejemplo: *Safekids.com*, cuya dirección es <http://www.safekids.com>, y *Web Wise Kids*, cuya dirección es <http://www.webwisekids.org> y su teléfono: 866-WEB-WISE, o su dirección de correo electrónico: webwisekids2@aol.com.

El distrito escolar de _____ continuará ofreciendo seguridad en el Internet en nuestras escuelas. También es importante que los padres supervisen el uso de Internet en la casa.

Gracias por su apoyo y cooperación para proteger a nuestros estudiantes. Si tiene alguna pregunta o le gustaría obtener más información, por favor póngase en contacto con nosotros: (***district contact information to be added here***).

Atentamente,

NAME OF SUPERINTENDENT
NAME OF SCHOOL DISTRICT

[Insert your SCHOOL DISTRICT name here]

2021-2022

**COLLEGE ADMISSION REQUIREMENTS
AND HIGHER EDUCATION INFORMATION**

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

To attend a community college, you need only a high school diploma or equivalent, or be over the age of 18. To attend a CSU, you have to take specific high school courses, have the appropriate grades and SAT/ACT test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above, and you applied to a campus or enrollment category that is not impacted. To attend a UC, you must meet requirements for coursework, GPA, and test scores. If you are a California student who has not been admitted to UC campus to which you have applied, you will be offered a spot at another campus if space is available and you rank in the top 9 percent of California high school students or of your graduating class at a participating high school. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

www.californiacommunitycolleges.cccco.edu – This is the official website of the California Community College system. It offers links to all the California Community Colleges.

<https://www2.calstate.edu/> – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

www.assist.org – This online student-transfer information system shows how course credits earned at one public California college or university can be applied when transferred to another.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ci/ct/gi/.

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both. ***[Add contact information]***.

[Insert your SCHOOL DISTRICT name here]
2021-2022
REQUISITOS PARA EL INGRESO AL COLEGIO
Y INFORMACIÓN ACERCA DE LA ENSEÑANZA SUPERIOR

El Estado de California ofrece, colegios comunitarios, Universidades del Estado de California (CSU), y Universidades de California (UC), a los estudiantes que desean continuar sus estudios después de completar la escuela secundaria

Para asistir a un colegio comunitario, sólo necesita un diploma de escuela secundaria o equivalente, o ser mayor de 18 años. Para asistir a una universidad bajo el sistema CSU, necesita tomar cursos de estudio específicos en la escuela secundaria, tener las calificaciones y resultados de los exámenes de SAT/ACT apropiadas, y haberse graduado de la escuela secundaria. No se requieren las puntuaciones de los exámenes si el promedio de calificaciones es 3.0 o superior, y aplicó a un campus o categoría de inscripción que no está impactada. Para asistir a una universidad bajo el sistema UC, debe cumplir con los requisitos tocante a los cursos de estudio, promedio de calificaciones (GPA) y resultados de los exámenes. Si es un estudiante de California que no ha sido admitido a un campus de la UC al cual ha solicitado, se le ofrecerá un lugar en otro campus si hay espacio disponible y si clasifica en el 9 por ciento superior de estudiantes en las escuelas secundarias de California o de su clase de graduación en una escuela secundaria participante. Pueden también transferirse a una universidad CSU o UC después de asistir a un colegio comunitario. Para obtener más información sobre los requisitos de admisión a un colegio por favor refiéranse a las siguientes páginas web:

www.californiacommunitycolleges.cccco.edu – Este es el sitio oficial del sistema de Colegios del Estado de California. Ofrece vínculos a todos los colegios comunitarios de California.

<https://www2.calstate.edu/> – Este sitio extensivo provee ayuda a los estudiantes y sus familias en cuanto al sistema de universidades CSU, incluyendo la habilidad de solicitar por Internet, y vínculos a todas las universidades CSU.

www.universityofcalifornia.edu – Este enorme sitio ofrece información tocante el ingreso, solicitudes por Internet y vínculos a todas las universidades UC.

www.assist.org – Este sistema de información de transferencia de estudiantes en línea muestra cómo los créditos de curso obtenidos en una universidad o universidad pública de California se pueden ser aplicados cuando se transfieren a otra.

Los estudiantes pueden también explorar sus opciones tocantes a sus perspectivas profesionales por medio de una educación vocacional. Estos son programas y clases ofrecidos por una escuela que se enfoca específicamente en la preparación para una vocación o preparación de empleo. Los programas y clases son integradas en los cursos de estudio y apoyan los logros académicos. Los estudiantes pueden obtener más información acerca de la educación/profesión técnica en la siguiente página web: www.cde.ca.gov/ci/ct/gi/.

Se pueden reunir con los consejeros escolares para seleccionar los cursos en sus escuelas que cumplirán con los requisitos para el ingreso al colegio o para inscribirse en una escuela de educación técnica, o ambos. Para más información, comuníquense con la oficina de consejeros en las escuelas de sus hijos. ***[Add contact information]***.

[Insert your SCHOOL DISTRICT name here]
2021-2022 ASSISTIVE TECHNOLOGY LIMITED LOAN

Lender Information:

<i>Institution</i>	<i>Representative</i>	<i>Contact Information</i>

Borrower Information:

<i>Student Name/Student ID#</i>	<i>Parent Name</i>	<i>Contact Information</i>

Equipment Information: *Each piece of assistive technology will be listed separately:*

<i>Unit Description</i>	<i>Identification Number/Model</i>

The borrower is responsible for the full cost of repair or replacement of any or all of the above equipment that is damaged, lost, stolen, or confiscated. All pieces of equipment are due to return to the lender ***by the end of two months from signature*** below or when replacement equipment is secured, whichever is sooner. Borrower agrees to use the equipment for educational use and not for commercial use or other uses which may cause damage. Do not subject equipment to water, sand, or other damaging elements.

Lender:

Borrower:

Name/Title

Date

Name/Relationship to Student

Date

If you have any questions or concerns, please contact: _____.

[Insert your SCHOOL DISTRICT name here]
2021-2022 PRÉSTAMO LIMITADO DE ASISTENCIA TECNOLÓGICA

Información del Prestamista:

<i>Institución</i>	<i>Representante</i>	<i>Información del contacto</i>

Borrower Information:

<i>Nombre del Estudiante/ # de Identificación del Estudiante</i>	<i>Nombre del Padre</i>	<i>Información del contacto</i>

Información del Equipo: *Cada pieza de asistencia tecnológica se enumerará por separado:*

<i>Descripción de la Unidad</i>	<i>Numero de Identificación/Modelo</i>

El prestatario es responsable del costo total de reparación o reemplazo de cualquiera o todos los equipos anteriores que están dañados, perdidos, robados o confiscados. Todos los equipos deben devolverse al prestamista **al cabo de dos meses a partir de la firma** a continuación o cuando el equipo de reemplazo esté asegurado, lo que ocurra antes. El prestatario acepta usar el equipo para uso educativo y no para uso comercial u otros usos que puedan causar daños. No exponga el equipo al agua, arena u otros elementos dañinos.

Prestamista:

Prestatario:

Nombre/Título

Fecha

Nombre/Relación con el Estudiante

Fecha

Si tiene alguna pregunta o inquietud, comuníquese con: _____.

[Insert your SCHOOL DISTRICT name here]
2021-2022 CHARTER SCHOOL COMPLAINT FORM

<u>Name of Student and Parent/Guardian:</u>
<u>Email Address:</u>
<u>Mailing Address:</u>
<u>Date of Problem:</u>
<u>Phone Number:</u>
<u>Charter School (include address):</u>

California *Education Code (EC)* Section 47605(d)(4) allows a parent or guardian to submit a complaint to the charter school authorizer when a charter school discourages a pupil's enrollment, requires records before enrollment, or encourages a pupil to disenroll. Please identify the basis for this complaint below, with specific facts, which support your complaint.

Basis of complaint (check all that apply):

- ☐ Pupil was discouraged from enrolling or seeking to enroll in the charter school.
- ☐ Records were requested to be submitted to the charter school before enrollment.
- ☐ Pupil was encouraged to disenroll from the charter school or transfer to another school.
- ☐ Please provide further details:

Please file this complaint with the authorizer of the charter school listed on the preceding page electronically or in hard copy.

If you have any questions or concerns, please contact: _____.
For more information: ***<https://www.cde.ca.gov/sp/ch/cscomplaint.asp>***

[Insert your SCHOOL DISTRICT name here]
2021-2022 FORMULARIO DE QUEJA DE ESCUELA AUTONOMA

<u>Nombre del estudiante y padre / tutor:</u>
<u>Dirección de correo electrónico:</u>
<u>Dirección de envió:</u>
<u>Fecha del problema:</u>
<u>Número de teléfono:</u>
<u>Escuela chárter (incluir dirección):</u>

El *Código de Educación* de California (EC), Sección 47605 (d) (4) permite que un padre o tutor presente una queja al autorizador de la escuela autónoma cuando una escuela autónoma desalienta la inscripción de un alumno, requiere registros antes de la inscripción o alienta a un alumno a darse de baja. Identifique la base de esta queja a continuación, con hechos específicos que respalden su queja.

Base de la queja (marque todo lo que corresponda):

- ☐ Se desalentó al alumno de inscribirse o buscar inscribirse en la escuela autónoma.
- ☐ Se solicitó que se enviaran los registros a la escuela autónoma antes de la inscripción.
- ☐ Se alentó al alumno a darse de baja de la escuela autónoma o transferirse a otra escuela.
- ☐ Proporcione más detalles:

Presente esta queja ante el autorizador de la escuela autónoma que figura en la página anterior de forma electrónica o impresa.

Si tiene alguna pregunta o inquietud, comuníquese con: _____.
Para más información vaya a: <https://www.cde.ca.gov/sp/ch/cscomplaint.asp>

[Insert your SCHOOL DISTRICT name here]
2021-2022 UCP COMPLAINT INVESTIGATION

The staff member, position, or unit responsible to receive and investigate UCP complaints and ensure our compliance in our agency is:

Name or title: _____.

Unit or office: _____.

Address: _____.

Phone: _____.

Electronic mail address: _____.

[Insert the staff member, position, or unit responsible to receive and investigate UCP complaints and ensure compliance here] is knowledgeable about the laws and programs assigned to investigate.

The ***[Insert your LEA here]*** will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in *EC* Section 200 and 220 and Government Code (*GC*) Section 11135, including any actual or perceived characteristics as set forth in Penal Code (*PC*) Section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity we conduct, which is funded directly by, or that receives or benefits from any state financial assistance.

Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

All complainants are protected from retaliation.

We advise complainants of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws.

Go to CDE webpage for multiple languages, not only those with 15% or more within your enrollment:

<https://www.cde.ca.gov/re/cp/uc/>

NOTE: This is to be posted in administrative office and on the LEA website.

[Insert your SCHOOL DISTRICT name here]
2021-2022 INVESTIGATION DE QUEJAS DE UCP

El miembro del personal, el puesto o la unidad responsable de recibir e investigar las quejas de UCP y garantizar nuestro cumplimiento en nuestra agencia es:

Nombre o título: _____.

Unidad u oficina: _____.

Habla a: _____.

Teléfono: _____.

Dirección de correo electrónico: _____.

[Insert the staff member, position, or unit responsible to receive and investigate UCP complaints and ensure compliance here] conoce las leyes y los programas asignados para investigar.

El ***[Insert your LEA here]*** investigará todas las acusaciones de discriminación ilegal, acoso, intimidación o acoso escolar contra cualquier grupo protegido como se identifica en la Sección 200 y 220 de EC y la Sección 11135 del Código de Gobierno (GC), incluidas las características reales o percibidas como se establece en la Sección 422.55 del Código Penal (PC) o sobre la base o la asociación de una persona con una persona o grupo con una o más de estas características reales o percibidas en cualquier programa o actividad que realizamos, que es financiado directamente por, o que recibe o se beneficia de cualquier asistencia financiera estatal.

Las quejas de discriminación ilegal, acoso, intimidación o acoso escolar deberán presentarse a más tardar seis meses después de la fecha en que ocurrió la presunta discriminación, acoso, intimidación o acoso escolar, o seis meses después de la fecha en que el demandante obtuvo conocimiento de los hechos de la presunta discriminación, acoso, intimidación o acoso escolar.

Todos los denunciantes están protegidos contra represalias.

Aconsejamos a los reclamantes sobre el derecho a buscar remedios de derecho civil bajo las leyes estatales o federales de discriminación, acoso, intimidación o acoso escolar.

Go to CDE webpage for multiple languages, not only those with 15% or more within your enrollment:

<https://www.cde.ca.gov/re/cp/uc/>

NOTE: This is to be posted in administrative office and on the LEA website.

APPENDIX:

- **Uniform Complaint Policy (UCP) Checklist for LEAs**
- **DUTY OF NOTIFICATION TO PARENT OR GUARDIAN**
- **SAMPLE ATTENDANCE LETTERS**

Schools may choose to collect the acknowledgement of the notifications to parents or guardians in electronic format or in wet signature. Many districts utilize the parent portal as a means to collect acknowledgement in a link provided and a check box indicating receipt. (Printed Copy must be available upon request).

Uniform Complaint Policy (UCP) Checklist for LEAs

The LEA annually notifies students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The LEA is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP: Provide appropriate UCP notification for each that your LEA may have in place:

- ☐ Accommodations for Pregnant and Parenting Pupils
- ☐ Adult Education
- ☐ After School Education and Safety
- ☐ Agricultural Career Technical Education
- ☐ Career Technical and Technical Education, Career Technical, Technical Training (state)
- ☐ Career Technical Education (federal)
- ☐ Child Care and Development
- ☐ Compensatory Education
- ☐ Course Periods without Educational Content
- ☐ Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- ☐ Every Student Succeeds Act
- ☐ Local Control and Accountability Plans (LCAP)
- ☐ Migrant Education
- ☐ Physical Education Instructional Minutes
- ☐ Pupil Fees
- ☐ Reasonable Accommodations to a Lactating Pupil
- ☐ Regional Occupational Centers and Programs
- ☐ School Plans For Student Achievement
- ☐ School Safety Plans
- ☐ Schoolsite Councils
- ☐ State Preschool
- ☐ State Preschool Health And Safety Issues In LEAs Exempt From Licensing

Post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2.

This notice shall include complaint process information, as applicable.

For more information about UCP, go to CDE webpage: <https://www.cde.ca.gov/re/cp/uc/>

DUTY OF NOTIFICATION TO PARENT OR GUARDIAN

Note: This section is for information only.

EC 48980. Notice at beginning of term of rights and responsibilities; required content

(a) At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 35291, 46014, 46015, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938 and Chapter 2.3 (commencing with Section 32255) of Part 19 of Division 1 of Title 1.

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

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

(d) The notification also may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

(e) Each school district that elects to provide a fingerprinting program pursuant to Article 10 (commencing with Section 32390) of Chapter 3 of Part 19 of Division 1 of Title 1 shall inform parents or guardians of the program as specified in Section 32390.

(f) The notification also shall include a copy of the written policy of the school district on sexual harassment established pursuant to Section 231.5, as it relates to pupils.

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

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

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

(j) The notification shall advise the parent or guardian of the availability of state funds to cover the costs of advanced placement examination fees pursuant to Section 52242.

(k) The notification to the parent or guardian of a minor pupil enrolled in any of grades 9 to 12, inclusive, also shall include the information required pursuant to Section 51229.

(l) If a school district elects to allow a career technical education course to satisfy the requirement imposed by subparagraph (E) of paragraph (1) of subdivision (a) of Section 51225.3, the school district shall include, in the notification required pursuant to this section, both of the following:

(1) Information about the high school graduation requirements of the school district and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California.

(2) A complete list of career technical education courses offered by the school district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy.

(m) A school district that elects to adopt a policy regarding the transfer of pupils pursuant to Article 1.5 (commencing with Section 48929) shall inform parents or guardians of the policy in the notification required pursuant to this section.

EC 48980.3. Notification of pesticides

The notification required pursuant to Section 48980 shall include information regarding pesticide products as specified in subdivision (a) of Section 17612.

EC 48981. Time and means of notification

The notice shall be provided at the time of registration for the first semester or quarter of the regular school term. The notice may be provided using any of the following methods:

(a) By regular mail.

- (b) If a parent or guardian requests to receive the notice in electronic format, by providing access to the notice electronically. Notice provided in electronic format shall conform to the requirements of Section 48985.
- (c) By any other method normally used to communicate with the parents or guardians in writing.

EC 48982. Signature; return to school; effect of signature

- (a) The notice shall be signed by the parent or guardian and returned to the school. Signature of the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.
- (b) If the notice is provided in electronic format pursuant to subdivision (b) of Section 48981, the parent or guardian shall submit to the school a signed acknowledgment of receipt of the notice.

EC 48983. Contents of notice

If any activity covered by the sections set forth in Section 48980 will be undertaken by the school during the forthcoming school term, the notice shall state that fact and shall also state the approximate date upon which any of such activities will occur.

EC 48984. Activities prohibited unless notice given

No school district shall undertake any activity covered by the sections set forth in Section 48980 with respect to any particular pupil unless the parent or guardian has been informed of such action pursuant to this article or has received separate special notification.

EC 48985. Notices to parents in language other than English; monitoring; notice to school districts

- (a) If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.
- (b) Pursuant to subdivision (b) of Section 64001, the department shall monitor adherence to the requirements of subdivision (a) as part of its regular monitoring and review of public schools and school districts, commonly known as the Categorical Program Monitoring process, and shall determine the types of documents and languages a school district translates to a primary language other than English, the availability of these documents to parents or guardians who speak a primary language other than English, and the gaps in translations of these documents.
- (c) Based on census data submitted to the department pursuant to Section 52164 in the preceding fiscal year, the department shall notify a school district, by August 1 of each year, of the schools within the school district, and the primary language other than English, for which the translation of documents is required pursuant to subdivision (a). The department shall make that notification using electronic methods.
- (d) The department shall use existing resources to comply with subdivisions (b) and (c).

Due to the local policies and regulations for these specific requirements, there is no generic English or Spanish notices provided. Samples may follow the directions for LEA to create appropriate notices, and should be ADJUSTED as needed for your LEA.

You may find English and Spanish parent notification in this section to be provided to the parents or guardians. This information is provided to districts even though the amended laws may not require the following information, it is suggested that these notifications be provided out of an abundance of caution.

This information is not intended to be provided to parents, as written – DISTRICTS AND CHARTER SCHOOLS WILL NEED TO ADD LEA SPECIFIC LANGUAGE TO ALIGN WITH BOARD ADOPTED POLICIES, if and only if the programs are in place already.

Sample Attendance Letters:

- ***Re-engagement for Non-Participation for Distance Learning (courtesy of Riverside COE)***
- ***Chronic Absenteeism***
- ***Tardy and Early Out***
- ***Scheduling Support Meetings, SART, and SARB***

[Sample First Re-Engagement Letter]
First Student Participation & Attendance Letter

<DATE>

Dear Parent or Guardian of <FirstName LastName>,

At <School Name>, we strive to work as a team with our families to ensure our students succeed, both in school and as adults. We recognize that distance learning and the COVID-19 pandemic present unique challenges for parents, students, and educators. For that reason, we want to create a partnership with you to make sure <Student's Name(s)> can fully participate and engage in distance learning. Your support in this process is critical!

Our records indicate that your child has missed:

___ assignments, ___ teacher check-ins, ___ days without logging on to distance learning.

Did You Know:

- <School Name> can assist you with internet connections and devices.
- <School Name> can offer support and training to help your child navigate distance learning.
- <School Name> can provide counseling, health, and mental health service referrals for your child.
- <School Name> can inform parents on how to work with students during distance learning.
- Your student can participate and attend by logging on to live classroom activities, doing assignments, and completing online instructional activities.
- Student participation and engagement in distance learning are required.

We would like to work together to identify obstacles to your child's participation and find ways to overcome them. We are happy to connect you with resources that support your child's social, emotional, and academic success. In addition, we will keep you informed of your child's attendance/participation and communicate with you if your child misses online learning sessions. Please contact your school's Administrator to learn more about these important support services.

We know there are a wide variety of challenges and obstacles to student participation during distance learning. Our school staff is committed to working with you to meet these challenges. We look forward to improving your child's participation together as a team.

Sincerely,

Principal Name
Principal
School Name

Make a phone call to accompany this letter to build relationship and trust with family.
****Letter provided courtesy of Riverside County Office of Education***

[Sample First Re-Engagement Letter -Spanish]

Primera Carta Sobre Participación y Asistencia del Alumno

<DATE>

Estimado padre o tutor de <FirstName LastName>:

En <School Name>, nos esforzamos por trabajar en equipo con nuestras familias para asegurar que nuestros estudiantes tengan éxito, tanto en la escuela como de adultos. Reconocemos que el aprendizaje a distancia y la pandemia de COVID-19 presentan desafíos únicos para padres, estudiantes y profesionales didácticos. Por ese motivo, queremos crear una alianza con usted para asegurarnos de que <Student's Name(s)> pueda participar plenamente y participar en el aprendizaje a distancia. ¡Su apoyo en este proceso es crítico!

Nuestros registros indican que su hijo no ha cumplido con:

___ trabajos, ___ juntas de alumno y maestro, ___ días sin entrar al aprendizaje a distancia.

¿Sabía que:

- <Nombre de la escuela> puede ayudarle con las conexiones a Internet y los dispositivos?
- <Nombre de la escuela> puede ofrecer apoyo y capacitación para ayudar a su hijo a navegar por el aprendizaje a distancia?
- <Nombre de la escuela> puede proporcionar orientación, salud y servicios de salud mental para su hijo?
- <Nombre de la escuela> puede informar a los padres sobre cómo trabajar con los estudiantes durante el aprendizaje a distancia?
- El alumno puede participar y asistir al entrar en línea a actividades de salón de clase en vivo, haciendo trabajos escolares y completando actividades instructivas en línea.
- La participación de los estudiantes en el aprendizaje a distancia es obligatoria.

Nos gustaría trabajar con ustedes para identificar los obstáculos a la participación de su hijo y encontrar maneras de superarlos. Podemos conectarle con recursos que apoyan el éxito social, emocional y académico de su hijo. Además, le mantendremos informado de la asistencia y participación de su hijo y nos comunicaremos con usted si su hijo no asiste a alguna sesión de aprendizaje en línea. Por favor, póngase en contacto con el administrador de su escuela para obtener más información sobre estos importantes servicios de apoyo.

Sabemos que hay una amplia variedad de desafíos y obstáculos para la participación de los estudiantes durante el aprendizaje a distancia. El personal de nuestra escuela está comprometido a trabajar con usted para enfrentar estos desafíos. Esperamos poder ayudar a mejorar la participación de su hijo como equipo.

Atentamente,

Principal Name

Director<a>

Nombre de la escuela

Make a phone call to accompany this letter to build relationship and trust with family. *Letter provided courtesy of Riverside County Office of Education

[Sample Second Re-Engagement Letter]
Second Student Participation & Attendance Letter

<DATE>

Dear Parent or Guardian of <FirstName LastName>,

We know these are difficult times for us all. At <School Name>, we are working to ensure that every student succeeds in distance learning. We want you to know we are here to support you with any challenges that prevent your child from engaging in online learning. Your role is critical in this process! We hope to work with you as a team to help improve your child's participation.

Since the first letter we sent on <date>, our records indicate that your child has missed:

___ assignments, ___ teacher check-ins, ___ days without logging on to distance learning.

If there are any issues with internet connections or devices, please let us know so we can assist you. There are many resources we can provide you and your child to help increase participation in online learning. These include:

- Distance learning tutorials for your child
- Online appointments with the school counselor
- Health and mental health related referrals
- Online tutoring for your child
- Assistance with meals
- <school specific supports>
- <school specific supports>
- <school specific supports>

We are available to meet with you and work together to create an attendance/participation action plan. Please contact your school Administrator to discuss ways that we can improve your child's participation and engagement in online learning.

Sincerely,

Principal Name
Principal
School Name

Make a phone call to accompany this letter to build relationship and trust with family.
****Letter provided courtesy of Riverside County Office of Education***

[Sample Second Re-Engagement Letter (Spanish)]

Segunda Carta Sobre Participación y Asistencia del Alumno

<DATE>

Estimado padre o tutor de <FirstName LastName>:

Sabemos que estos son tiempos difíciles para todos nosotros. En <School Name>, estamos trabajando para garantizar que todos los estudiantes tengan éxito en el aprendizaje a distancia. Queremos que sepa que estamos aquí para apoyarle en cualquier desafío que impida que su hijo se involucre en el aprendizaje en línea. ¡su papel es crítico en este proceso! Esperamos trabajar con usted como equipo para ayudar a mejorar la participación de su hijo.

Desde la primera carta que enviamos el <date>, nuestros registros indican que su hijo no ha cumplido con:

__ trabajos, __ juntas de alumno y maestro, __ días sin entrar al aprendizaje a distancia.

Si hay algún problema con las conexiones a Internet o los dispositivos, por favor háganoslo saber para que podamos ayudarle. Hay muchos recursos que podemos proporcionarle a usted y a su hijo para ayudar a aumentar la participación en el aprendizaje en línea. Estos incluyen:

- Tutoriales de aprendizaje a distancia para su hijo
- Citas en línea con el consejero de la escuela
- Remisiones a servicios de salud y la salud mental
- Instrucción suplementaria en línea para su hijo
- Ayuda con comidas
- <school specific supports>
- <school specific supports>
- <school specific supports>

Estamos disponibles para reunirnos con usted y trabajar juntos para crear un plan de acción de asistencia y participación. Por favor comuníquese con el administrador de su escuela para hablar sobre maneras en que podemos mejorar la participación de su hijo en el aprendizaje en línea.

Atentamente,

Principal Name

Director<a>

Nombre de la escuela

Make a phone call to accompany this letter to build relationship and trust with family.

****Letter provided courtesy of Riverside County Office of Education***

[Sample Attendance Support Meeting Invite]
Attendance Support Meeting Invitation

<DATE>

Dear Parent or Guardian of <FirstName LastName>,

At <School Name>, we are committed to the academic success of our students. We recognize that your child's participation, engagement, and attendance in online learning are essential for educational success. It has come to our attention that your child continues to miss critical instruction and has not been participating regularly in online learning. We are here to help!

In an effort to work together to improve your child's participation, **a School Attendance Support Meeting has been scheduled on [Date] at [Time]. This meeting will take place virtually.** We will send you a link and instructions on how to join the online meeting. Please let us know if you need any further assistance.

The purpose of this meeting is to discuss ways to increase your child's engagement in distance learning. By working together, we hope to help support you and your child in improving participation before the absences reach a more significant level. Your cooperation is vital to achieving good attendance.

Enclosed you will find a copy of your child's attendance record. Should you feel the school attendance records are incorrect, or should you have other questions or concerns, we ask that you please call the school immediately at (###) _____.

We thank you in advance for taking part in this collaborative meeting, and we look forward to working with you to help your child achieve academic success.

Sincerely,

Principal Name
Principal
School Name

Make a phone call to accompany this letter to build relationship and trust with family.
****Letter provided courtesy of Riverside County Office of Education***

[Sample Attendance Support Meeting Invite- Spanish]
Invitación a Reunión de Apoyo de Asistencia

<DATE>

Estimado padre o tutor de <FirstName LastName>:

En <School Name> , estamos comprometidos con el éxito académico de nuestros estudiantes. Reconocemos que la participación, el compromiso y la asistencia de su hijo en el aprendizaje en línea son esenciales para el éxito educativo. Nos hemos enterado de que su hijo sigue sin recibir instrucción crítica y no ha estado participando regularmente en el aprendizaje en línea. ¡Estamos aquí para ayudar!

En un esfuerzo por trabajar juntos para mejorar la participación de su hijo, **se ha programado una Reunión de apoyo a la asistencia Escolar el [Date] a las [Time]. Esta reunión se llevará a cabo virtualmente.** Le enviaremos un enlace e instrucciones sobre cómo entrar a la reunión en línea. Por favor, avísenos si necesita más ayuda.

El propósito de esta reunión es discutir las formas de aumentar la participación de su hijo en la educación a distancia. Al trabajar juntos, esperamos ayudarle a usted y a su hijo a mejorar la participación antes de que las ausencias alcancen un nivel más significativo. Su cooperación es vital para lograr una buena asistencia.

Adjunto encontrará una copia del registro de asistencia de su hijo. Si usted piensa que los registros de asistencia escolar están incorrectos, o si tiene otras preguntas o preocupaciones, le pedimos que llame a la escuela de inmediato al (###) _____.

Le damos las gracias de antemano por participar en esta reunión de colaboración, y esperamos trabajar con usted para ayudar a su hijo a lograr el éxito académico.

Atentamente,

Principal Name
Director
Nombre de la escuela

***Make a phone call to accompany this letter to build relationship and trust with family.
*Letter provided courtesy of Riverside County Office of Education***

[SAMPLE TARDY LETTER]
Insert School Letterhead

Date: _____

Dear Parent/Guardian:

When a student is late, it interrupts class instruction, classmates, and the teacher. Children must come to school on time every day. By coming late, your child may be affected academically and may feel embarrassed.

According to our attendance records, your child has been tardy _____ times, since _____.

It is important for your child to practice good habits for a successful future in school and at work. We thank you for helping your child to be on time daily.

Please call us at _____ if we can help in this matter.

Sincerely,

Counselor or Administrator

NOTE:

This form may be used to communicate late arrivals or abuses of early removal from school. Make a phone call to accompany this letter to build relationship and trust with family.

[SAMPLE CARTA DE ALERTA DE LLEGADA TARDE – SPANISH]

Insert School Letterhead

Fecha: _____

Estimado Padre/Tutor:

Cuando un estudiante llega tarde, interrumpe la instrucción de clase, sus compañeros de clase, y al profesor. Los niños/as deben llegar a la escuela a tiempo todos los días. Al llegar tarde, su hijo/a puede verse afectado/a académicamente y puede sentirse avergonzado.

De acuerdo con nuestros registros de asistencia, su hijo ha llegado tarde _____ veces, a partir de _____.

Es importante que su hijo practique buenos hábitos para el éxito de su futuro en la escuela y en el trabajo. Le agradecemos por ayudar a su hijo a llegar a tiempo a diario.

Por favor llámenos al _____ si podemos ayudarle en este asunto.

Atentamente,

Consejero/a o Administrador/a

NOTE:

This form may be used to communicate late arrivals or abuses of early removal from school. Make a phone call to accompany this letter to build relationship and trust with family.

[SAMPLE Letter – Chronic Absence]

Insert School Letterhead

[Date]

Dear Parent/Guardian:

Our records indicate that your child, **[NAME OF STUDENT]**, has been chronically absent from school. A student is chronically absent from school when he or she has missed about two or more of the days per month. It may not seem like a lot, but that adds up quickly. Over a school year – that can be a whole month of missed school!

Sometimes children get sick. We appreciate that you don't want to share that with the teachers and students at school. Please see the attached notice of when to keep your child home. However, even two days each month can put your child's education behind – students in kindergarten and first grade are much less likely to learn to read by the end of third grade. By sixth grade, chronic absences lead to student drop-outs. By ninth grade, good attendance can predict graduation even better than eighth-grade test scores. Clearly, going to school regularly matters!

We would like to help your family with any problems that may be causing your child to miss school. Please call me at **[PHONE NUMBER]** as soon as possible. We can work together with your family to see if we can help improve your child's attendance. Your child's education is important.

Sincerely,

School Principal

Make a phone call to accompany this letter to build relationship and trust with family.

[SAMPLE Letter- Chronic Absence - Spanish]
Insert School Letterhead

[Date] _____

Estimado padre/tutor:

Nuestros registros indican que su hijo/a **[NAME OF STUDENT]** ha estado ausente de la escuela de forma crónica. Se considera que un estudiante está ausente de forma crónica cuando ha faltado dos o más días por mes. Puede no parecer mucho, pero se acumula rápidamente. ¡En más de un año escolar – puede ser hasta un mes entero de escuela perdida!

A veces los niño/as se enferman y apreciamos que no quieran compartirlo en la escuela con los maestros y los estudiantes. Por favor vea adjunto el aviso de cuándo debe mantener a su hijo/a en casa. Sin embargo, incluso dos días al mes puede atrasar la educación de su hijo/a. Ya que los estudiantes de kindergarten y primer grado tendrían menos probabilidad de aprender a leer al final del tercer grado. Para el sexto grado, la ausencia crónica conduce al abandono de los estudios. Para el noveno grado, la buena asistencia puede predecir la graduación aún más que los resultados de las pruebas del octavo grado. ¡Es claro que ir a la escuela con regularidad importa!

Nos gustaría ayudar a su familia a resolver cualquier problema que pueda ser la causa de que su hijo/a falte a la escuela. Por favor, llámeme al **[PHONE NUMBER]** tan pronto como sea posible. Podemos trabajar juntos con su familia para ver si podemos ayudar a mejorar la asistencia de su hijo/a. La educación de su hijo/a es importante.

Atentamente,

Director

Make a phone call to accompany this letter to build relationship and trust with family.

TRUANCY NOTIFICATION #1

Insert School Letterhead

Dear Parent/Guardian:

Our records indicate that your child, *(name of child)*, in the *(grade level)* grade was absent for more than 30 minutes on: *(dates)* without a valid excuse. Therefore, your child is considered a truant according to California's legal definition below.

Unexcused Absences

Education Code Section 48260 – Any pupil subject to full-time education who is absent from school without valid excuse for more than 30 minutes on each of three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.

Upon a pupil's initial classification as a truant, the school district is required to notify you, the pupil's parent/guardian, of the following (**Education Code Section 48260.5**):

1. That the pupil is truant.
2. That the parent/guardian is obligated to compel the attendance of the pupil at school.
3. That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with **Section 48290**) of Chapter 2 of Part 27.
4. Alternative educational programs available in the district.
5. The right to meet with appropriate school personnel to discuss solutions to the pupil's truancy. (Added Statutes, 1983, Chapter 498)
6. The pupil may be subject to arrest under **Education Code Section 48264**.
7. That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day (Added Statutes, 1983, Chapter 498). *

Excessive Excused Absences

If your child is absent due to a chronic illness or other unavoidable circumstances, please contact the school attendance clerk. Absences or excessive tardies for any reason affect your child's education and increase the chances for failure. Tardies also interrupt the classroom and interfere with the learning environment for all students. If the school attendance record is inaccurate, please inform the school attendance clerk.

If your child's attendance does not improve, we will need to schedule a conference to discuss the situation. We would like to understand the barriers to your child's attendance and discuss how we can work together to make sure your child is in class and learning.

Our goal is to assist you in educating your child. We can be successful if your child is in school every day and on time.

****Notification of Vehicle Code has been removed per CA legislation effective 1/1/19.***

NOTIFICACIÓN DE AUSENTISMO # 1

Insert School Letterhead

Estimado Padre / Tutor:

Nuestros registros indican que su hijo/a, (nombre del niño), en el grado (nivel de grado) estuvo ausente por más de 30 minutos en: (fechas) sin una excusa válida. Por lo tanto, su hijo/a se considera un ausente injustificado de acuerdo con la definición legal de California a continuación.

Ausencias injustificadas

Sección 48260 del Código de Educación - Cualquier alumno sujeto a educación de tiempo completo que esté ausente de la escuela sin una excusa válida por más de 30 minutos en cada uno de los tres días en un año escolar es un ausente injustificado y deberá ser reportado al supervisor de asistencia del superintendente del distrito escolar.

Tras la clasificación inicial de un alumno como ausente injustificado, el distrito escolar debe notificarle a usted, el padre / tutor del alumno, lo siguiente (**Sección 48260.5 del Código de Educación**):

1. Que el alumno está ausente.
2. Que el padre / tutor está obligado a obligar a que el alumno asista a la escuela.
3. Que los padres / tutores que no cumplan con esta obligación pueden ser culpables de una infracción y estar sujetos a enjuiciamiento de conformidad con el Artículo 6 (comenzando con la **Sección 48290**) del Capítulo 2 de la Parte 27.
4. Programas educativos alternativos disponibles en el distrito.
5. El derecho a reunirse con el personal escolar apropiado para discutir soluciones al absentismo escolar del alumno. (Estatutos añadidos, 1983, capítulo 498)
6. El alumno puede estar sujeto a arresto bajo la **Sección 48264 del Código de Educación**.
7. Que se recomienda que el padre o tutor acompañe al alumno a la escuela y asista a clases con el alumno por un día (Estatutos Adicionales, 1983, Capítulo 498).

Ausencias Excusadas Excesivas

Si su hijo/a está ausente debido a una enfermedad crónica u otras circunstancias inevitables, comuníquese con el secretario de asistencia de la escuela. Las ausencias o tardanzas excesivas por cualquier motivo afectan la educación de su hijo/a y aumentan las posibilidades de fracasar. Las tardanzas también interrumpen el salón de clases e interfieren con el ambiente de aprendizaje de todos los estudiantes. Si el registro de asistencia de la escuela es inexacto, informe a la secretaria de asistencia de la escuela.

Si la asistencia de su hijo/a no mejora, necesitaremos programar una conferencia para discutir la situación. Nos gustaría entender las barreras para la asistencia de su hijo/a y discutir cómo podemos trabajar juntos para asegurarnos de que su hijo/a esté en clase y aprendiendo.

Nuestro objetivo es ayudarlo a educar a su hijo. Podemos tener éxito si su hijo asiste a la escuela todos los días y a tiempo.

TRUANCY NOTIFICATION #2

Insert School Letterhead

(Date)

(Parent's Name)

(Student's Name, Student ID#)

(School)

(Home Address)

Dear Parent/Guardian:

This **SECOND LETTER** is to inform you that your child continues to have an attendance problem.

Number of excused absences _____

Number of unexcused absences _____

Number of tardies (31+ minutes) _____

TOTAL _____

1. The School Attendance Review Team (SART) has received a referral on behalf of your child regarding excessive excused absences, tardies, or unexcused absences.
2. An appointment has been made for you and your child to meet with SART to consider a proper plan for correcting this problem.
3. Both parents are requested to attend. Please bring your child.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

(Date)

(Time)

(Location)

Failure to appear will result in a referral for further action.

For unexcused absence or tardies:

Education Code Section 48261 – Subsequent Report of Truancy. Any pupil who has been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as a truant to the attendance supervisor or the superintendent of the district.

We appreciate your cooperation in being prompt for your appointment.

Principal or Designee: _____

Attachment: Copy of Attendance Record

NOTIFICACIÓN DE AUSENTISMO # 2

Insert School Letterhead

(Fecha)

(Nombre de los padres)

(Nombre del estudiante, número de identificación del estudiante)

(Escuela)

(Dirección de casa)

Estimado Padre / Tutor:

Esta **SEGUNDA CARTA** es para informarle que su hijo/a continúa teniendo problemas de asistencia.

Número de ausencias justificadas _____

Número de ausencias injustificadas _____

Número de tardanzas (más de 31 minutos) _____

TOTAL _____

1. El Equipo de Revisión de Asistencia Escolar (SART, por sus siglas en inglés) ha recibido una remisión en nombre de su hijo con respecto a las ausencias justificadas excesivas, las tardanzas o las ausencias injustificadas.
2. Se ha programado una cita para que usted y su hijo se reúnan con SART y consideren un plan adecuado para corregir este problema.
3. Se solicita la asistencia de ambos padres. Traiga a su hijo.

SU CITA PROGRAMADA ES LA SIGUIENTE:

(Fecha)

(Hora)

(Ubicación)

No comparecer resultará en una remisión para acciones adicionales.

Por ausencias injustificadas o tardanzas:

Sección 48261 del Código de Educación - Informe posterior de absentismo escolar. Cualquier alumno que haya sido reportado como ausente injustificado y que esté nuevamente ausente de la escuela sin una excusa válida uno o más días, o que llegue tarde uno o más días, será nuevamente reportado como ausente injustificado al supervisor de asistencia o al superintendente del distrito.

.

Agradecemos su cooperación al ser puntual para su cita.

Director o persona designada: _____

Adjunto: Copia del registro de asistencia

TRUANCY NOTIFICATION #3

Insert School Letterhead

(Date)

(Parent's Name)

(Student's Name, Student ID#)

(School)

(Home Address)

Dear Parent/Guardian:

You were last notified of your child's truancy on *(date of notification)*. This **THIRD NOTICE** informs you that your child is now considered a habitual truant.

Additional date(s) of truancies

Unexcused days absent _____

Tardies (31+ minutes) _____

History of attendance

Attendance record as of _____ is as follows:

Days of enrollment _____ Days present _____

Number of excused absences _____

Number of unexcused absences _____

Number of tardies (31+ minutes) _____

Education Code Section 48262 – Habitual Truant. Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself after filing either of the reports required of Education Code Section 48260 or 48261.

The school has attempted to work with you to solve your child's attendance problems. These attempts have been unsuccessful. It will now be **mandatory** for you and your child to attend a School Attendance Review Board (SARB) meeting.

YOUR SCHEDULED APPOINTMENT IS AS FOLLOWS:

(Date)

(Time)

(Location)

You and your child are required to attend this conference (Education Code Section 48321.5). Failure to attend may result in a referral to the District Attorney's Office or law enforcement. If you have any questions regarding this meeting, you may contact *(name of principal)* at *(phone number and/or email address)*.

NOTIFICACIÓN DE AUSENTISMO # 3

Insert School Letterhead

(Fecha)

(Nombre de los padres)

(Nombre del estudiante, número de identificación del estudiante)

(Escuela)

(Dirección de casa)

Estimado Padre / Tutor:

Se le notificó por última vez del absentismo escolar de su hijo/a el (fecha de la notificación). Este **TERCER AVISO** le informa que su hijo/a ahora se considera un ausente habitual.

Fecha (s) adicional (es) de absentismo escolar

Días injustificados ausentes _____

Tardanzas (31+ minutos) _____

Historial de asistencia

El registro de asistencia a la fecha _____ es el siguiente:

Días de matrícula ____ Días presentes _____

Número de ausencias justificadas ____

Número de ausencias injustificadas ____

Número de tardanzas (más de 31 minutos) ____

Sección 48262 del Código de Educación - Ausentismo habitual. Cualquier alumno considerado un ausente habitual y ha sido reportado como un ausente tres o más veces por año escolar, siempre que ningún alumno sea considerado un ausente habitual a menos que un funcionario o empleado del distrito apropiado haya hecho un esfuerzo consciente para tener a lo menos una conferencia con un padre o tutor del alumno y el alumno mismo después de presentar cualquiera de los informes requeridos por la Sección 48260 o 48261 del Código de Educación.

La escuela ha intentado trabajar con usted para resolver los problemas de asistencia de su hijo/a. Estos intentos no han tenido éxito. Ahora será **obligatorio** que usted y su hijo/a asistan a una reunión de la Junta de Revisión de Asistencia Escolar (SARB).

SU CITA PROGRAMADA ES LA SIGUIENTE:

(Fecha)

(Hora)

(Ubicación)

Usted y su hijo deben asistir a esta conferencia (Sección 48321.5 del Código de Educación). El no asistir puede resultar en una remisión a la Oficina del Fiscal de Distrito o la policía. Si tiene alguna pregunta acerca de esta reunión, puede comunicarse con (nombre del director) al (número de teléfono y / o dirección de correo electrónico).

NOTIFICATION LETTER OF SARB REFERRAL

Insert School Letterhead

(Date)

(Parent's Name)

(Student's Name, Student ID#)

(School)

(Home Address)

Dear Parent/Guardian:

This letter informs you that after repeated discussion, conferences, meetings, and contract(s), your child has not improved his/her attendance. Your child was again absent/tardy on the following date(s):

- ☐ Truant or unexcused absence on _____
- ☐ Tardy on _____
- ☐ Excessive excused absence on _____

Education Code Section 48621 – Subsequent Report of Truancy: Any pupil who has once been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be reported as truant to the attendance supervisor or the superintendent of the district.

Education Code Section 48262 – Habitual Truant: Any pupil deemed an habitual truant and has been reported as a truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by **Education Code Section 48260 or 48261**.

Unfortunately, it has become necessary to refer this matter to the district School Attendance Review Board (SARB). We have exhausted all resources available to our school site and are now required to make this referral.

Education Code Section 48263 – If any minor in any district of a county is a habitual truant, or is irregular in attendance at school, as defined in this article, or is habitually insubordinate or disorderly during attendance at school, the pupil may be referred to a School Attendance Review Board.

You will be contacted by the supervisor of Child Welfare and Attendance concerning the scheduled hearing before the School Attendance Review Board (SARB). If you have any questions concerning this hearing, please contact my office at *(telephone number)* between 8:00 a.m. and 4:30 p.m.

CARTA DE NOTIFICACIÓN DE REFERENCIA DEL SARB

Insert School Letterhead

(Fecha)

(Nombre de los padres)

(Nombre del estudiante, número de identificación del estudiante)

(Escuela)

(Dirección de casa)

Estimado Padre / Tutor:

Esta carta le informa que después de repetidas discusiones, conferencias, reuniones y contratos, su hijo/a no ha mejorado su asistencia. Su hijo/a nuevamente estuvo ausente / llegó tarde en las siguientes fechas:

- ☐ Ausencia injustificada o injustificada en
- ☐ Tardanza en
- ☐ Excesiva ausencia justificada en

Sección 48621 del Código de Educación - Reporte subsiguiente de absentismo escolar:

Cualquier alumno que haya sido reportado como ausente injustificado y que esté nuevamente ausente de la escuela sin una excusa válida uno o más días, o que llegue tarde uno o más días, será nuevamente reportado como ausente injustificado. al supervisor de asistencia o al superintendente del distrito.

Sección 48262 del Código de Educación - Ausentismo habitual: Cualquier alumno considerado un ausente habitual y ha sido reportado como un absentismo injustificado tres o más veces por año escolar, siempre que ningún alumno sea considerado un absentismo habitual a menos que un funcionario o empleado del distrito apropiado haya hecho un esfuerzo consciente para tener a lo menos una conferencia con un padre o tutor del alumno y el alumno mismo, después de la presentación de cualquiera de los informes requeridos por la **Sección 48260 o 48261 del Código de Educación**.

Desafortunadamente, se ha hecho necesario remitir este asunto a la Junta de Revisión de Asistencia Escolar (SARB) del distrito. Hemos agotado todos los recursos disponibles para nuestro sitio escolar y ahora estamos obligados a hacer esta referencia.

Sección 48263 del Código de Educación - Si un menor en cualquier distrito de un condado es un ausente habitual, o asiste irregularmente a la escuela, como se define en este artículo, o es habitualmente insubordinado o desordenado durante la asistencia a la escuela, el alumno puede ser referido una Junta de Revisión de Asistencia Escolar.

El supervisor de Asistencia y Bienestar Infantil se comunicará con usted con respecto a la audiencia programada ante la Junta de Revisión de Asistencia Escolar (SARB). Si tiene alguna pregunta sobre esta audiencia, comuníquese con mi oficina al (número de teléfono) entre las 8:00 a.m. y las 4:30 p.m.



STOP SEXUAL HARASSMENT

Students do not have to endure sexual harassment under any circumstance.

Name of School/LEA takes all complaints of sexual harassment seriously, and will investigate and address identified sexual harassment by taking reasonable, immediate corrective action to stop the harassment, eliminate a hostile environment, and prevent future harassment. Supportive measures will be implemented during an investigation to ensure a safe school environment. To the extent possible, complaints will be kept confidential.

Report a charge of sexual harassment to:
LEA TITLE IX COORDINATOR INFO