

San Dieguito Union High School District
ANNUAL NOTIFICATION 2009-2010
- Signature Page -

DIRECTORY INFORMATION:

The District makes student directory information available in accordance with state and federal laws. This means that each student's name, birthdate, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations. Names and addresses of seniors or terminating students may be given to public or private schools, colleges, employers and military recruiters.

Upon written request from the parent of a student age 17 or younger, the District will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the pupil's request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

If you **DO NOT** elect to allow directory information to be released to any outside agency, including the military, please sign below and return to the school attendance office within 30 days. Parent signature will prohibit the District from providing directory information to the military, news media, schools, parent-teacher organizations, employers, and similar parties.

OPTIONAL SIGNATURE: Please check if you DO NOT want information regarding your student released to:

Military Colleges & Universities Employers

Internet (photos and interviews on school's web site regarding school activities/athletics)

News Media (photos and/or interviews regarding school activities/athletics)

Yearbook ("no release" indicates that you do not want your child's photo in the yearbook)

Student Name (print): _____ School of Attendance/Grade Level: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ **Date:** _____

MEDICATION (EC §49423): Any student who must take prescribed medication at school must submit written instructions from the physician and a written parental request for assistance in administering the medications.

Medication: Student is on a continuing medication program: YES _____ NO _____

If YES, you have my permission to contact the physician listed below:

Physician Name: _____ Telephone #: _____

Medication: _____ Dosage: _____

PARENT/GUARDIAN ACKNOWLEDGEMENT OF SPECIFIC SCHOOL ACTIVITIES:

Education Code Section 48982 **REQUIRES** parents to sign and return this acknowledgement to the school attendance office indicating you have been informed of your rights; however, your signature does not authorize consent to participate in any particular program that has either been given or withheld.

I hereby acknowledge receipt of information regarding my rights, responsibilities and protections. I also attest, under penalty of perjury, that I am a resident of the District, as previously verified, or attend under an approved Inter-district Agreement.

Parent Name (print): _____ Student Name (print): _____

Required Parent Signature: _____ **Date:** _____

RETURN THIS SIGNED PAGE TO YOUR STUDENT'S SCHOOL

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

ANNUAL NOTIFICATION 2009–2010

**Please review all contents of the document
to follow, and sign the
ANNUAL NOTIFICATION 2009-2010 Signature Page
which precedes this document.**

**The Signature Page must be returned
with your registration packet
in order to receive a class schedule in August.**

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
HEALTH EDUCATION, PUPIL SERVICES, AND PARENT OR STUDENTS' RIGHTS
REQUIRING ANNUAL NOTIFICATION**

Dear Parent/Guardian:

State and Federal laws require school districts to notify parents and guardians of minor pupils of parental rights. This law requires the parent/guardian to sign a notification form and return it to school. The signature is an acknowledgement that the parent/guardian has been informed of parental rights. This does not indicate consent to participate in any particular program has been either given or withheld. Some legislation requires additional notification to the parent/guardian during the school term, or at least 15 days prior to a specific activity. A separate letter will be sent to the parent/guardian prior to any of these specified activities or classes. A student will be excused when the parent files a written statement with the principal of the school, requesting that his/her child not participate. Other legislation grants certain rights, responsibilities, and protections that are included for your information. Note that the term, "parent", when used in this notification, includes a parent or legal guardian.

SCHOOL RULES/DISCIPLINE

SEXUAL HARASSMENT (EC §231.5): The District has adopted the following policy containing rules and procedures for reporting sexual harassment and pursuing remedies which shall be displayed in a prominent location and included in orientation for employees and students. "The Governing Board prohibits unlawful sexual harassment of or by anyone in or from the District. Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including dismissal."

HAZING PROHIBITION (EC §32050–32051): The District prohibits persons from conspiring to engage in hazing; including initiation activities.

STUDENT DISCIPLINE (EC §35291, §35291.5, & §35291.7): The District rules pertaining to student discipline, including those that govern suspension, expulsion, and due process, are included in this packet. Students shall be held accountable for their conduct while on school grounds, while going to and from school, during the lunch period, and during or while going to or coming from a school activity. Discipline rules are communicated to all students every year.

PARENT TO ATTEND CHILD'S CLASSES (EC §48900.1): If a teacher suspends a student, the teacher may require the student's parent to attend the student classes. Employers may not discriminate against parents who are required to comply with this requirement.

DRUG FREE CAMPUS (Chemical Abuse and Drug Prevention Education): Possession, use, or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

DUTIES OF PUPILS (5 CCR, SEC. 300): Pupils are required to conform with school regulations, obey all directions, be diligent in study and respectful of teachers and others in authority, and refrain from the use of profane and vulgar language.

DUTIES OF TEACHERS (EC §44807): Every teacher shall hold students accountable for their conduct on the way to and from school and on campus.

LASER POINTERS: PROHIBITIONS ON SALES, POSSESSION AND USE (PC §417.27): Prohibits possession of a laser pointer by any student on any school premise, unless possession is for valid instruction. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

PERSISTENTLY DANGEROUS SCHOOLS: Parent shall be notified of schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines, and notified of available options.

ATTENDANCE

ABSENCES (EC §48205, 48980, 49067, 46014): State law permits students to be absent for justifiable personal reasons including participation in religious exercises/instruction. Verified excused absences shall not result in a student losing academic credit or have his/her grade reduced resulting from missed assignments/tests that can reasonably be provided/completed.

INTRADISTRICT POLICY (EC §35160.5 (b)): The District has adopted rules and regulations establishing a Board Policy on Intradistrict/open enrollment within the District for residents of the District.

INTERDISTRICT ATTENDANCE (EC §46600): The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the districts. The agreement may provide for the admission to a district other than the district of residence of a pupil who requests a permit to attend a school district that is a party to the agreement and that maintains schools and classes to which the pupil requests admission. The agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied.

NOTIFICATION OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980 (c)): Parents are notified (no later than one-month prior) of any scheduled minimum days or pupil-free staff development days.

STUDENT SERVICES/COURSES

CAREER PLANNING (EC §221.5): When all students are provided career counseling and course selection opportunities, all students are provided equal services in order to promote sex equity. Parents may participate in counseling sessions.

COURSES INVOLVING HARMFUL USE OF ANIMALS (EC §32255-32255.6): Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

HEALTH, FAMILY LIFE & SEX EDUCATION (EC §51240): Whenever any part of the instruction in health, family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent, the student shall be excused from that part of the instruction upon written parent request.

INSTRUCTION ON AIDS, PREVENTION & SEX EDUCATION (EC §51201.5 (d), §51550 & 51938): Parents are notified in writing (with an option to exclude child from specific instruction) prior to any instruction or class in which human reproductive organs and their function or processes are described, illustrated, or discussed. Materials to be used may be reviewed prior to any instruction in class. Parents will be notified in writing 14 days prior to instruction in sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks. The District may elect to provide instruction to be performed by outside consultants and may hold an assembly to deliver this education. A parent signature is required to indicate parent approval of student participation in this curriculum.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501): California State law authorizes all school districts to provide for alternative schools. The Education Code 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 result in whole, or in part, from a presentation by his/her choice 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 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.

CHILDREN IN HOMELESS SITUATIONS: Stephen Levy, the District liaison for homeless children, shall ensure the dissemination of public notice of the educational rights of students in homeless situations.

NO CHILD LEFT BEHIND: Districts receiving Title I funds shall notify parents of the following requirements:

Program Improvements – Parent shall be notified when their student's school is identified as a "program improvement school" and the opportunities for school choice and/or supplemental instruction. **Teacher Qualifications** - Parent shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

HEALTH SERVICES/SAFETY

SCHOOL SAFETY PLAN (EC §35294.6 & 35294.8): Each school shall report annually on the status of its school safety plan, including a description of its key elements in the annual school accountability report card as well as holding a public meeting to allow for public opinion. It may be reviewed in the school office. The State Department of Education shall be notified regarding non-compliant safety plans by October 15th of every school year. The school safety plan shall include a discrimination and harassment policy.

CONFIDENTIAL MEDICAL SERVICES (EC §46010): The District may excuse grades 7-12 students for the purpose of obtaining confidential medical services without the consent of the pupil's parent.

PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTION (EC §48206.3 – 48208): The parent of a student hospitalized due to a temporary disability shall notify the District where the pupil is receiving care and if an individualized instructional program is desired.

USE OF PESTICIDES (EC 48980.3): The District shall inform parents about the use of pesticides on school grounds.

COMMUNICABLE DISEASES (EC §49403): The District may administer immunizing agents to prevent or control communicable diseases to pupils whose parents have consented in writing to such immunization.

PHYSICAL EXAMS (EC §49451): A student may be exempt from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical examination for their student. Whenever there is good reason to believe the student is suffering from a recognized contagious or infectious disease, the student will be excluded from school attendance.

INSURANCE PLAN (EC §49472): The District provides parents the opportunity to purchase student insurance for medical and hospital services needed for student injuries while involved in school related activities (application available at school site).

CONTINUING MEDICATION REGIMEN (EC §49480): The parent of any public school student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse and/or school health technician of the medication being taken, the current dosage and the name of the supervising physician. With consent of the parent of the student, the school nurse and/or school health technician may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

SELF-ADMINISTRATION OF MEDICATION (EC §49423)

With the appropriate written physician statement(s), a student may be assisted by a school nurse and/or carry and self-administer inhaled asthma medication and prescription auto-injectable epinephrine.

ASBESTOS (40 CFR 763.93): The District has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the District office.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC §35183.5): Requires school sites to allow for outdoor student use of sun-protective clothing and for the use of sunscreen.

SCHOOL BUSES: PASSENGER SAFETY (EC §39831.5): Requires safety regulations to be provided to all new students riding in school buses.

MISCELLANEOUS

SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256): A copy of the school accountability report card is available upon request at the school site and also available on the District's web site – **www.sduhsd.net**

CALIFORNIA HIGH SCHOOL EXIT EXAM (EC §60850): Commencing with the 2005-2006 school year, each student completing 12th grade will be required to successfully pass the CAHSEE in order to receive a high school diploma from a California public school. Prohibits administering exam to students not receiving adequate notice (§EC 60850).

ALGEBRA GRADUATION REQUIREMENT (EC §51224.5 (B)): Commencing with the 2003-04 school year and each year thereafter, at least one course, or a combination of the two courses in mathematics required to be completed pursuant to subparagraph (B) of paragraph (1) of subdivision (a) of Section 51225.3 by pupils while in grades 9 to 12, inclusive, prior to receiving a diploma of graduation from high school, shall meet or exceed the rigor of the content standards for Algebra I, as adopted by the State Board of Education pursuant to Section 60605.

ACCESS TO INTERNET AND ON-LINE SITES (EC §48980 (I)): Students will have access to the District computer network system including Internet access. Parents and students will be required to sign an acceptable use policy to be distributed from each school site.

ADVANCED PLACEMENT EXAMINATION FEES (EC §48980 (m)): The District shall notify parents of the availability of state funds to cover the costs of advanced placement examination fees pursuant to Education Code §52244. Information may be obtained from your student's counselor.

PUPIL NUTRITION – REDUCED PRICE LUNCHES (EC §49520): Pupils may be eligible for free or reduced price meals (Application at school site).

HIGH SCHOOL OPEN CAMPUS (EC §44808.5): The parent of a student attending an open school campus shall be informed if students are allowed to leave campus at lunchtime.

CSIS DISCLOSURE LANGUAGE: The San Dieguito Union High School District is participating with the California School of Information Services (CSIS) Program in the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All data maintained by the CSIS Program is in compliance with federal and state privacy and confidentiality requirements. Student information is encoded such that no personally identifiable information is retained by CSIS. Parents have the right to inspect student information maintained by the CSIS Program. Contact Joann Redman at (760) 753-6491 x-5541 to initiate this procedure.

DUE PROCESS/RIGHTS

NOTIFICATION OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49073): Federal and state laws grant certain rights of privacy and rights of access to students and their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students age 17 and younger, (2) Parents of students age 18 and older if the student is a dependent for tax purposes, (3) Students of age 18 or older, or students who are enrolled in an institution of post-secondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a request to the principal. The principal will ensure that explanations and interpretations are provided if requested. Information that is alleged to be inaccurate, or inappropriate, may be removed upon request. In addition, parents, or eligible students may receive a copy of any information in the records at a reasonable cost per page. District policies and procedures relating to: location and types of records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer the parent or eligible student may review, receive a copy of (at a reasonable fee), and/or challenge records. Parents and eligible students will be notified prior to the destruction of any special education records.

If you believe the District is not in compliance with federal regulations regarding privacy, you may file a complaint with the District's Custodian of Records, Bruce Cochran (760) 753-6491 x-5517.

PARENTS' RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA - §EC49063):

These rights include:

- The right to inspect and review their student's educational records;
- The right to request the correction of school records they believe to be inaccurate or misleading;
- The right to consent to disclosures of personally identifiable information contained in their student's educational records, except to the extent the act authorizes disclosure without consent; and
- The right to file a complaint with the Department of Education claiming a failure by the school District to comply with the provisions of the Act.

SPECIAL EDUCATION: CHILD FIND SYSTEM (§EC 56301): Any parent suspecting a child has exceptional needs (handicapped) may request an assessment for special education services through the school principal. Policy and procedure to include written notification to all parents of their rights pursuant to §EC 56300 [A copy of Procedural Safeguards (Parent Rights) may be obtained upon request].

REHABILITATION ACT OF 1973 (Section 504): It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973, are identified, evaluated, and provided with appropriate education services. Students may be disabled under Section 504 and thereby require program accommodation in order to receive an appropriate education even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). A student with a disability, under Section 504, is a student who has a physical or mental impairment, which substantially limits one or more major life activities. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, speaking, breathing, learning and working. For additional information, contact the Stephen Levy, at the District office at (760) 753-6491 x-5559.

SPECIAL EDUCATION COMPLAINTS (5 CCR, SEC.3080): State regulations require the District to establish procedures to deal with complaints regarding special education. If you believe that the District is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the District. State regulations require that the District forward your complaint to the State Superintendent of Public Instruction. Procedures are available for your review at your student's school.

SPECIAL EDUCATION (IDEA): Federal law requires a free and appropriate education in the least restrictive environment to be offered to qualified pupils with disabilities ages 3 through 21 years.

UNIFORM COMPLAINT PROCEDURES (5 CCR 4622) & Board Policy #1312.3 A/R-1: The District uniform complaint procedure may be obtained through the school office. The purpose of this procedure is to provide individuals with the opportunity to register concerns regarding any alleged violation of federal and/or state laws governing educational programs. In order to identify appropriate subjects of complaint, a notice shall be posted in each classroom in each school in the school district notifying parents and guardians of the following:

- 1) 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 to complete required homework assignments.
- 2) School facilities must be clean, safe, and maintained in good repair.
- 3) The location at which to obtain a form to file a complaint in case of a shortage. Posting a notice downloadable from the Web site of the department shall satisfy this requirement.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS (EC§35186 (Amended by AB 831, Ch. 118, Statutes of 2005) Requires that notice be given to a parent regarding school deficiencies to contain a statement informing parents and guardians of teacher vacancies or misassignments.

STATEMENT OF NONDISCRIMINATION (TITLE VI CRA '64): The District has a policy of nondiscrimination on the basis of race, sex, color, limited English language skills, handicap or national origin. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the Executive Director of Pupil Services, Bruce Cochran, at the District Office, (760)753-6491 x-5517.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT DISCIPLINE GUIDELINES

Students involved in any of the following problem areas will face disciplinary action ranging from an individual conference to expulsion from school, subject to a case-by-case consideration:

PROBLEM AREAS

Tardiness	Misuse of Auto on Campus	Sexual Harassment/Assault
Unexcused Absence	Forgery	Alcohol/Drugs/Paraphernalia & Look-A-Likes
Threats/Intimidation	Hate/Violence	Defiance of Authority
Gambling	Physical Assault	Cheating
Arson	Disruptive Behavior	Theft/Breaking & Entering
Smoking/Tobacco	Weapons/Facsimiles	Obscenity/Profanity/Vulgarity
Robbery/Extortion	Destruction of Property	Bus Referral/Misbehavior
Fighting	Explosive Devices	Knowingly Received Stolen Property
Hazing	Possession of Laser Pointer	Gang Apparel

LAW ENFORCEMENT

School officials may notify appropriate law enforcement authorities regarding problem areas violating state law. If appropriate, school officials will make an attempt to notify parent or guardian. Any action law enforcement authorities take will be in addition to the action taken by the school.

SUSPENSION AND EXPULSION

During a period of suspension, it is at the discretion of each individual teacher whether assignments will be provided or credit given; however, students are always encouraged to complete all required course work.

If a student has been recommended for expulsion, a formal hearing will be conducted in accordance with the Education Code and District Board Policy. Students and parents will be notified in writing and provided instructions regarding their due process rights. The final decision on expulsion will be made by the San Dieguito Union High School District Governing Board of Trustees.

MANDATORY EXPULSION

Education Code Section 48915c requires principals and superintendents to immediately suspend and recommend expulsion for any of the following offenses:

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

DUE PROCESS

Compulsory school attendance is a right that can be abrogated only through due process to include a conference to be informed of the charges and an opportunity to deny the charges and present evidence (5144.1/AR-1). Appeal – The pupil, parent, or guardian has the right to appeal to the Director of Pupil Personnel Services any decision to suspend, and the right to appeal to the County Board of Education any decision to expel (5144.1/AR-1). For more detailed information about the District's policies, regulations and school rules, please contact your school principal or the Director of Pupil Personnel Services at the District office.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrative Regulation Issued: August 8, 1984

Administrative Regulation Revised: June 23, 2003

Administrative Regulation Revised: February 10, 2004

Administrative Regulation Revised: May 28, 2004