

**SUNOL GLEN
UNIFIED SCHOOL DISTRICT**

**Family Handbook
2024 - 2025**



Excellence
Commitment
Pride

Dear Sunol Families:

Welcome to the 2024 - 2025 school year. This year is special as it marks the centennial celebration of the Sunol Glen Unified School District. Sunol's rich history provides a strong foundation for student success.

As you know, Sunol Glen is unique for the Bay Area because we provide a small school setting where students are supported in a safe, secure, and "extended family" atmosphere. The Sunol Glen Unified School Board is committed to educating the whole child by maintaining lower class sizes and creating a nurturing family environment where parents/guardians and staff are true partners in the educational process. Because of district and parent commitment, the level of academic, social, and emotional success that our students have been able to achieve is superior.

We have an excellent school program and staff. Your interest, concern, and devotion to our school is truly appreciated. We exist to provide the best possible education for all students in a safe, caring, and nurturing environment.

Sincerely,
Shay Galletti

Sunol Glen Mission Statement

The Sunol Glen Staff is a professional learning community who value collaboration, communication, critical and creative thinking, and citizenship for the betterment of our students as they are our highest priority.

Sunol Glen School Philosophy

The administration, faculty, and staff of Sunol Glen believe that each child is a unique individual of great worth and dignity - they are our treasure! Sunol Glen is dedicated to the concept of having each student reach their full academic and emotional potential in an atmosphere of support, encouragement, and stimulation. Each student is encouraged to be responsible and cooperative in all aspects of life and to treat others with the same dignity and respect they themselves deserve.

The academic program is structured to meet state frameworks in all subject areas. Our students are evaluated by academic standards in all curricular areas, **Common Core Standards**, testing, teacher observation, and evaluation.

Sunol Glen encourages responsibility, maturity, and cooperation in each student. The school takes an active part in helping every pupil develop a sense of respect and understanding for themselves and others, along with responsibility for one's own actions. The discipline policy at Sunol Glen emphasizes a positive approach based on logical consequences and helping a student permanently change misbehavior through interactive communications and feedback.

The school believes in working closely with the parents/guardians/guardians/guardians/guardians of our students in order to better meet their individual needs. With home and school cooperatively working together, we believe we can attain our goal of providing a strong, rigorous educational program for your children.

A Program of Academic Excellence

Sunol Glen Elementary School's purpose is to provide a program of academic excellence tailored to meet the educational, social, and developmental needs of individual students. We accomplish this objective by offering your child and family:

- A comprehensive curriculum aligned to Common Core Standards in an environment that encourages responsibility and cooperation
- Class sizes that ensure individual attention

- A highly trained teaching staff dedicated to fostering each child's worth, dignity, and full academic potential
- Student activities in both academic and social areas
- Opportunities for total involvement in the school through School Board, Community Club, School Site Council, and volunteer programs
- A positive school culture including:
 - Strong leadership
 - Safe, orderly environment
 - Enriching academic instruction
 - High expectations for student achievement and behavior
 - Character Education promoting respect and kindness
 - Physical Education & Wellness
 - Procedures for monitoring student performance
 - Student enrichment and challenging curriculum
 - Encouragement of life-long learning
 - Priority on students' emotional and social well-being

The strength of Sunol Glen's educational program lies in our balanced class sizes, small school environment, and our dedication to teaching. Emphasis is placed on developing and strengthening the foundation and understanding of the four major academic areas of math, language arts, social studies, and science.

Our classrooms are configured into heterogeneous student groups. Equal access to core curriculum is emphasized; opportunities for enrichment activities and learning above and beyond grade level standards is encouraged for all.

Language arts, math, social studies, science, art, and music are taught at all grade levels. We are a 1:1 device campus meeting grade level technology benchmarks with all students receiving instruction supported by technology. Students receive classroom music instruction in grades 1-5; grades k-8 receive weekly art instruction. Instrumental music and art are available as electives for students in grades 6 - 8.

Bell Schedule

CLASS SCHEDULE

Pre-School:	8:30 a.m. – 12:00 p.m.
TK:	8:30 a.m. - 11:50 a.m.
Grades K-8	8:30 a.m. - 2:50 p.m. M,T,Th,F
	8:30 a.m. - 2:00 p.m. W

LUNCH AND LUNCH RECESS

Grades K-4	11:50 - 12:30 p.m.
Grades 5-8	12:35 - 1:15 p.m.

SUNOL GLEN HONOR ROLL for 6th - 8th Grade Students

Sunol Glen's Superintendent's List, "A" Honor Roll, and "B" Honor Roll, is open to all students in grades 6 - 8. No student may receive a D and be on the Honor Roll or the Superintendent's List.

A student achieves the Superintendent's List by maintaining a 3.75 to 4.0 grade point average; "A" Honor Roll by maintaining a 3.4 to 3.75 GPA; and "B" Honor Roll by maintaining a 3.0 to 3.3 GPA in all academic areas: Language Arts, Math, Social Studies, Science, Electives, and Physical Education. SGUSD uses a non-weighted total GPA standard calculation.

Eighth Grade Promotion Requirements

Promotion from the eighth grade will be authorized and a certificate issued to students when they have fulfilled these requirements:

REQUIRED

- 3 years Language Arts
- 3 years Social Studies
- 3 years Mathematics or equivalent
- 3 years Science

STATE REQUIRED

- 3 years Physical Education

ENRICHMENT

- 3 years Elective courses

Positive Climate and Behavior Policy

CHAMP Cards

Sunol Glen is dedicated to supporting students in being good citizens. To recognize students when they are making good choices, students may be given CHAMP cards. CHAMP stands for ‘Children Helping Achieve a More Proud Sunol.’ Students may turn in their CHAMP cards for rewards.

Sunol Glen Principal Kindness Program (KaAT)

The Sunol Glen Kindness Campaign, called “K.a.A.T.,” stands for Kindness at ALL Times! K.a.A.T cards will be used on occasion throughout the year during special events.

Behavior Policy

The basic foundation for Sunol Glen's behavior expectation policy includes the following:

- Be respectful of others (adults and peers)
- Be respectful of school environment and property
- Be respectful to yourself
- Be in class on time and ready to learn
- Follow class rules and directions
- Follow school rules and directions
- Complete all assignments
- Keep hands, feet, objects to self
- Bring books, pens, pencils to class
- No skateboards or roller blades

Sunol Glen expects the best from its students and gives them encouragement and respect to achieve the goal of a positive school culture. Our environment is carefully planned by the Board of Trustees, superintendent, faculty, classified personnel, and parents/guardians/guardians/guardians/guardians.

Discipline Policy for Sunol Glen School

The philosophy at Sunol Glen is to change misbehavior through restorative justice that includes conflict management and a logical consequence approach. Each student with a discipline problem is worked with individually, and given alternatives for future situations. A **range of options** is considered to determine the most appropriate way to respond to each situation to help students learn from their choices. The form of discipline chosen aligns with progressive discipline and is solely within the discretion of the school district.

Support and Consequences **may** include:

- a conversation with the student
- a review of expectations for the student's behavior
- a referral to the school counselor
- an assignment
- a time out
- a detention
- a suspension or an expulsion

Each situation is considered after looking at individual circumstances and mitigating factors such as; student's age, stage of social development, special education needs, history, and circumstances surrounding the behavior. Each decision on discipline is unique for each student.

parents/guardians/guardians/guardians/guardians will be notified when major problems occur or when a pattern of misbehavior seems to be developing. parents/guardians/guardians/guardians/guardians are always called when detention or suspension is required.

Detentions

The following list of unacceptable behaviors has been provided to inform students of circumstances under which detentions will be issued.

- Disrespectful or unacceptable behavior
- Defiance
- Profanity
- Littering
- Being in an out-of-bounds area
- Disorderly or destructive behavior
- Disturbing classes in session
- Unsafe activities
- Disobeying school rules

Note: Sunol Glen utilizes “progressive discipline” whereby students are provided with ongoing consequences when discipline is recurring. For example, additional detentions could result in suspension.

Rights and Responsibilities

STUDENT RIGHTS

- To be taught the required curriculum
- To be treated with courtesy and respect by adults and fellow students
- To attend school free of harassment
- To have a learning environment maintained in the classroom
- To discuss grades, assignments, or discipline with teachers in a mutual climate of respect and courtesy

STUDENT RESPONSIBILITIES

- Follow the school rules
- Respect all adults
- Follow authority
- Be on time
- Come prepared and with the tools of learning
- Respect for the rights of others
- Do your very best at all times
- Take responsibility for your own choices and decisions

SUNOL GLEN SCHOOL RESPONSIBILITIES / RIGHTS

- Enforce and teach the course of study
- Follow District rules and regulations
- Hold students accountable for their conduct
- Provide a learning environment that is safe and interesting
- Provide opportunities for individuals to grow and expand their interests
- Establish classroom rules and procedures
- Organize the classroom according to teacher judgment

BASIC PRINCIPLES FOR CLASSROOM, STUDENTS, AND SCHOOL

- Come to school prepared to learn
- Respect the rights of others
- Respect others' property
- Follow directions
- Keep hands, feet, objects to self
- Don't hurt anyone
- Take responsibility for your own actions

PARENT/GUARDIAN ANNUAL NOTICE OF RIGHTS

- See Appendix A for a listing of parent/guardian rights.
- Parent/guardian rights are updated yearly and provided at registration.

Homework Philosophy & Policy

Sunol Glen holds to the belief that learning is a continuous process and as such, students should be provided ample opportunities to extend their learning from the classroom. Students are engaged in guided instruction while at school and presented with new and review content each day. In order to reinforce and further their understanding and to provide additional ‘practice’ of skills and concepts to promote retention of knowledge, students will be assigned homework by their classroom teacher in the core subject areas (i.e. Reading, Writing, Math, Social Studies and Science) on a regular basis. The homework will increase in rigor and expectation as the students progress from Transitional Kindergarten through each grade and up through eighth grade. An additional benefit of having our students engage in their learning at home is that we also want to provide opportunities for our students to build their habits of mind including time management, organization and endurance. At Sunol Glen, we are dedicated to also imbuing in our students that learning is a lifelong endeavor and occurs in all kinds of life situations and experiences beyond the brick and mortar school building.

Homework is assigned to students on an individual basis by teachers. Assignments may be nightly, weekly, or for an extended time. Nightly homework will never be new work but will reinforce work presented in the classroom. Homework is intended to be completed at Home.. Home and school work together for the ultimate good of students; homework must be a shared effort - our homework policy reflects the following understanding:

- Homework is to be accomplished at a convenient time for the family.
- Homework is to be checked and signed by a parent. Any mistakes are to be corrected by students before the assignment is turned in at school.
- Homework is the responsibility of the student. Students who experience difficulties with homework should not be kept at the task until frustrated, but should be encouraged to **stop**. A note from parent to teacher asking for further clarification should be sent.
- Students failing to complete homework assignments will be assigned study hall or in-class work time.

Appropriate Dress

Regarding the Sunol Glen Dress Code, our goal is to work *in partnership* with parents/guardians/guardians/guardians/guardians/guardians. Sunol Glen encourages high standards both academically and socially. We believe these standards are better maintained when students are appropriately dressed.

The Basic Principle of our dress code is: School is a place of learning and we do encourage students to be dressed appropriately. Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, navels and nipples are fully covered with non see-through fabric.

All items listed in the “must wear” and “may wear” categories below must meet with the aforementioned basic principle.

Students Must Wear:

- A shirt with fabric that covers the torso/midriff in the front, back, on the sides, and under the arms - even when the arms are lifted, AND
- Pants/jeans or the equivalent (a skirt, sweatpants, leggings, dress, or shorts), AND
- Shoes. Specific shoes; such as closed-toed shoes, are required for certain classes for health and safety purposes (PE, science labs, etc.)

Students May Wear:

- Hats and hoods. Hats and hoods must allow the face to be visible to staff so it does not obscure the face and ears (except as a religious observance), and not interfere with the line of sight of any student or staff. Note: students must remove their hats or hoods at the request of any staff member.
- Religious headwear.
- Fitted pants, including non see-through fabric leggings, or leggings with see-through panels, yoga pants and “skinny jeans” as long as underwear and buttocks are not exposed.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Pajama Pants
- Tank tops, including spaghetti straps; halter tops.
- Athletic attire.
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing.
- Sunglasses outdoors (unless there is an authorized medical reason to wear indoors).
- Sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes to provide adequate safety measures (i.e.: safety glasses in Science). Guidelines may also be adjusted to meet student health needs, to accommodate for religious obligations (observances) as well as other special circumstances as authorized by site administration.

Students Cannot Wear*:

- Violent language or images, including gang-related attire at individual schools.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Language or images that create a hostile or intimidating environment or have been used historically to oppress any protected class or consistently marginalized group.
- Any clothing that reveals visible undergarments (Sheer tops or bottoms).
- Strapless tops, strapless dresses or tube tops. *These items may be worn over a top with straps.
- Swimsuits
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face and ears (except as a religious observance).

*There may be different expectations for certain special school-sponsored events. The details of the dress code for special events will be communicated to students/parents/guardians/ directly.

Transportation Rules For Field Trips

Riding the chartered bus is a privilege. Children using the chartered bus should be made aware of this and reminded that misbehavior on the bus may result in loss of this privilege. These guidelines aid the bus driver in safe driving:

- Students must be seated facing the driver at all times
- Gum chewing is not allowed at school and not allowed on the bus
Food/drink may not be eaten on the bus
- Nothing may be thrown on the floor or stuffed behind seats
- Head and arms must be kept inside the bus at all times
- Nothing may be thrown out the windows
- Avoid loud talking and rough play--it can distract the driver
- Glass bottles, animals, firearms, and tobacco are prohibited on the school bus according to state law

Student Activities and Opportunities

Leadership Class

Our students in Grades 6-8 are welcome to join our Leadership class and foster their skills in being a leader. Each year, students from upper grades are elected to positions of President, Vice-President, Treasurer, and Secretary. The Leadership Class organizes student activities for the school including dances, assemblies, and fundraising for new materials.

INSTRUMENTAL MUSIC

Students in grades 5-8 are offered instruction in instrumental music four days a week. 4th grade students are offered instruction in recorders, composition, and ensemble two days a week. Grades 1-3 are taught a special introductory music course two days per week. Students are expected to participate in programs during the year such as Winter and Spring Concerts.

ART

All students, K through 8th, receive art instruction once a week. Grades 6-8 may also choose art for their elective. Our art program is primarily hands-on with at least six art history based projects per year. Every student creates a yearly ceramic project and maintains a portfolio for 2D artwork. The art room functions as a studio for young artists to foster independence and cooperation while creating.

COMPUTER

Classes are scheduled to visit the computer center. Smaller groups may come in to work on assignments and special projects.

CONSERVATION AND ECOLOGY PROGRAM

Science Camp for sixth grade students develops personal responsibility for helping preserve and enhance our environment. Students are placed in a new social setting at camp with guidance and understanding as they adjust to living with friends.

Classes are held outdoors. Pupils investigate the interrelationships that exist between human beings and nature and study conservation. Each student is guided toward developing appreciation for all living things and the beauty of our environment.

Special Opportunities For Parents/Guardians

ONSITE CHILD CARE

Our district offers onsite childcare to our K-8 families*. Only school-age children are accepted. Details are in a brochure obtained by calling 925-580-9306.

***Pre-School is available to all 3 year-olds onsite.**

SCHOOL BOARD

The Board of Education is a deliberative body acting under the authority of the California State Constitution, the California Education Code, and the rules and regulations of the California State Board of Education. The Sunol Glen School District Governing Board meets the second Tuesday of the month in general session at 6:00 p.m. at Sunol Glen School. At these sessions, District policies are set and direction is given to the superintendent for operation of the district. Special sessions are held periodically to conduct special business that cannot wait until the next regular meeting. We invite you to attend these meetings and become knowledgeable and involved in the operation of Sunol Glen School.

SCHOOL SITE COUNCIL

Sunol Glen's School Site Council is an advisory board to administration and is responsible for establishing educational goals and objectives for our school, and for monitoring the Local Control Accountability Plan (LCAP). School Site Council consists of two parents/guardians/guardians/guardians/guardians or community members, two students, two teachers, one staff person, and the superintendent. Members are elected for a two-year term and meetings are held once a month (time determined by Site Council). Meetings are open and we invite you to participate.

Parent Volunteer Opportunity

COMMUNITY CLUB

Community Club is the social and fundraising organization of our school district. Through Community Club, parents/guardians/guardians/guardians/guardians and community members can become involved in our volunteer program, our fundraising program, and our general support activities. The Community Club is *your* organization. We encourage you to become involved in club activities. Meetings are held on the third Tuesday of each month.

VOLUNTEERS

Our community members are encouraged to become volunteers in our classrooms, office, extracurricular activities, and general school program after we have received a volunteer confidentiality form and a TB-free verification.

FUNDRAISING

Through the Community Club, the district raises money to support the activities and programs that make up the basic academic and enrichment program of Sunol Glen School.

GENERAL SUPPORT

From time to time, special needs arise that are coordinated through Community Club such as STEAM night, Trashion Show, Garden Days.

Sunol Glen School Communication

EAGLE FLYER NEWSLETTER & AERIES DISTRICT EMAILS

Each Thursday, we email a weekly communication. This newsletter informs you of school happenings, dates to remember, and information from the educational field. This is an important newsletter and we encourage you and students to read it. Please look for it in your email box each Thursday. Some District communication may also be sent to parents/guardians/guardians/guardians/guardians via Aeries Parent Portal from sunolaeries@sunol.k12.ca.us.

NEW FAMILY ORIENTATION

New families to Sunol Glen School are invited to an orientation of the school, our programs, and our policies prior to the first day of school. This orientation allows new families to join our community before the start of school, as well as providing the administration with the opportunity to officially welcome new family members to Sunol Glen.

STAFF DEVELOPMENT DAYS

Staff Development days are designated for teacher training. These dates are used for professional development, curriculum and assessment development, and other pedagogical endeavors connected to district and classroom goals. Students do not attend school on these days - dates are marked on the school calendar.

Reporting To Parents/Guardians

Sunol Glen believes in ongoing communication between teachers and parents/guardians/guardians/guardians/guardians to best meet student needs. In grades K-5, interim reports developed by each teacher are sent to parents/guardians/guardians/guardians/guardians each trimester. In grades 6-8, teachers use a "Progress Report" form generated via our Student Information System, Aeries.

Written progress reports are used during each trimester for students in grades 6-8 to keep parents/guardians/guardians/guardians/guardians informed of areas that need improvement. After reviewing the report, parents/guardians/guardians/guardians/guardians sign and return it with any questions or comments to the teacher. In addition, we recommend that parents/guardians/guardians/guardians/guardians of students in grades 6-8 monitor student progress using our Aeries Parent Portal which is updated weekly. Conferences for parents/guardians/guardians/guardians/guardians of all students are scheduled at the end of the first report period. Each teacher can meet with parents/guardians/guardians/guardians/guardians (and students, optional) for 20 minutes to discuss student progress and goals for the remainder of the year (in person vs virtual meetings are determined by the district). Please feel free to ask for a conference with the classroom teacher whenever you feel such a conference seems desirable. Trimester Report Cards (and 8th grade final transcripts) may be digital in Aeries Parent Portal, or mailed home, as determined by the district.

Parent Opinions, Comments, and Concerns

Communication between home and school is essential to maintain the best educational program for your child. parents/guardians/guardians/guardians/guardians are welcome to provide suggestions, express ideas, or voice concerns. The school board policy for the process is as follows:

Step 1: CONTACT YOUR CHILD'S TEACHER to request a conference, to ask questions and/or express concerns. If no satisfaction takes place,

Step 2: CONTACT THE DISTRICT SUPERINTENDENT. You may do this either in writing or by calling to arrange a conference. Specific complaints about teachers must be in writing if the parent is lodging a formal complaint.

Step 3: SCHOOL BOARD - Put your concerns in writing. Be specific. State the area of concern and your suggestion for a solution of the problem. Additionally, you may orally address the board.

Sunol Glen Policies and Information

GRADING POLICY

At Sunol Glen we grade our students according to their individual ability as determined by their progress or achievement. All students and their parents/guardians/guardians/guardians/guardians receive communication regarding their work and study habits, progress, and ability levels regarding grade placement.

Valid Marks given for Grades K-5:

Habits for Success (Gr TK-5)

- O - Outstanding
- G - Good
- S - Satisfactory
- N - Needs Improvement
- NG - Not Graded

Progress Towards Standards (Gr TK-5)

- 3 - Meeting or Exceeding Standards
- 2 - Developing Toward Standards
- 1 - Area of Concern
- NA - Not Assessed This Grading Period
- IP - In Progress/Not Ready to Asses
- NG - Not Graded

Counting & Cardinality (Gr TK-1)

- 10 - Tri-1
- 20 - Tri- 2
- 30 - Tri-3
- NG - Not Graded

Fountas & Pinnell Level (Gr TK-5)

Various F&P levels

Valid Marks given for Grades 6-8:

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failing
- P = Passing
- I = Incomplete
- NC = No Credit
- NM = No Mark
- CR = Credit

Promotion / Retention Policy

The Governing Board of Sunol Glen Unified School District expects students to progress through each grade level within one school year. Students progress through each grade by demonstrating growth in learning and meeting District grade-level standards. If a student is identified as performing below minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher(s) determines, in writing, the reason(s) that retention is not an appropriate intervention for the student's academic deficiencies.

When a student is recommended for retention or is identified as being at risk for retention, the Superintendent or designee shall provide opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such opportunities may include, but are not limited to, tutorial programs, before school/after school programs, summer school programs with our neighboring districts, and intersession programs.

General Information

ABSENCES

Please email Cindy Grant, attendance clerk, at cgrant@sunol.k12.ca.us **the day** you know your child will be absent.

TARDY POLICY

All students are expected to be in class on time (8:30 a.m.) at the beginning of each day and at the end of all recesses. Tardies will result in time made up at recess, lunch, or after school. Teachers and office personnel work cooperatively in monitoring tardies.

CHECKING STUDENTS IN & OUT

When it becomes necessary to check a student into school following an appointment or delay, or when checking a student out of school before the dismissal time, please do so in the office. Please do not take or pick the student up directly from the classroom.

MOVING

When a pupil is moving from Sunol Glen School, we prefer that parents/guardians/guardians/guardians/guardians notify the school office a few days before the last day of attendance. This provides time to collect all records and allow the student to return materials and be cleared by all departments.

CLASSROOM VISIT POLICY

parents/guardians/guardians/guardians/guardians and interested community members are invited to visit our classrooms throughout the year to observe our programs. We do require a 24-hour prior notice as a courtesy to the classroom teacher and to minimize instructional disruptions. **Please call for an appointment and register at the office before going to the classrooms.**

CAMPUS VISITORS & GUESTS

Should you need to come on campus for any reason (drop off forgotten items, lunches, projects, library books, etc.), please check in at the office. Please do not go directly to the classroom. Interruptions to the program are costly in terms of wasted student time. Instructional time is golden, we ask for your complete cooperation with this guideline.

We do not encourage bringing guests to school. In rare circumstances, exceptions have been made; however, prior permission from the superintendent is always required.

PETS

As a general guideline, we do not permit bringing pets to school. On special occasions, with **prior teacher and principal approval** and parental supervision of the animal, it may be possible. Please consult the classroom teacher prior to bringing any animal to school.

CELL PHONES

Students are allowed to bring their cellphones to school. However, they are **NOT** allowed to be used during school hours - inclusive of lunch and recess. Students in grades 5-8 are expected to turn in cell phones each day to their homeroom teacher for safekeeping to comply with this rule. Please note this includes other devices such as smart watches or any communication device. We value 'face-to-face' communications and want to encourage our students to be engaged with learning and peers during school hours. Personal devices that become a nuisance on the District network or that violate the District's policies may be permanently blocked from accessing the student or guest networks.

EMERGENCIES

In case of an emergency, we always call your home. Many times we cannot reach parents/guardians/guardians/guardians/guardians; therefore, it is **important** that you keep an **up-to-date emergency number on file in the school office**. Please notify the school when this changes. The person designated as your emergency contact should be someone who can reach the school in a reasonable length of time. If you or the person designated as your emergency contact cannot be reached, our only recourse is to use our judgment in getting medical attention for a sick or injured child.

PHONE MESSAGES

Delivering personal messages to students disrupts instructional time and involves many people. If a call is an absolute emergency please call 925-862-2026 as early as possible and leave a message.

Students are **not allowed** to make personal telephone calls from the office telephone - only emergency calls will be allowed. Overnight trips, after school visits, and childcare must be arranged prior to the school day.

LUNCHESES & SNACKS

We encourage students to eat a healthy, well-balanced lunch each day. Milk, water, and apple juice are available to purchase during lunch. Students may pre-order lunches through Lunch is Served <https://www.lunchisserved.com/>

All lunches are pre-order and pre-paid through the website.

We also encourage eating healthy snacks at recess times and discourage eating sugary snacks. We prefer our students to eat a healthy breakfast and a healthy lunch to maximize energy and academic working levels.

If your child has forgotten his/her lunch at home, you may bring it to the office. PLEASE advise your student to check in the office whenever he/she has forgotten his/her lunch. Classroom interruptions must be kept to a minimum.

LOST & FOUND

Please see that your child's name is plainly written on his/her lunch box, jackets, sweaters, and other personal belongings. Even upper grade students should have items marked. There is a container next to the car pick-up line where you and your child may check for lost articles. Items left on the school bus are placed in the lost and found. Unclaimed clothing is donated to a charitable organization each quarter.

Sunol Glen Special Services

SPECIAL EDUCATION

Sunol Glen participates in the Tri-Valley Special Education Local Plan Area (Tri-valley SELPA). This region includes Sunol Glen, Livermore Valley Joint, Mountain House, and Pleasanton Districts. The Tri-Valley SELPA provides and coordinates all special education services for students. The Pleasanton District serves as the administrative unit. Questions about programs offered may be directed to the Superintendent of Sunol Glen School.

STUDENT MEDICATION

All prescribed medication should be given at home. If it is necessary for a child to take medication during school hours, the following steps **MUST** be followed.

- A completed Medication Authorization Form submitted to the Front office. This form may be downloaded from Aeries Parent Portal and either uploaded in Portal or delivered to the front office.
- Written statement from the physician detailing the method, amount, and time when such medication is to be taken.
- Note signed by parent giving permission for the school to administer and/or assist with such medication.
- **No medication can be taken at school, including aspirin, unless the above steps have been followed.**

Health Services and Insurance

There is no onsite school nurse. If your child has any unusual health problems, the school must be notified immediately. Sunol Glen does not purchase insurance to cover medical or hospitalization payments in case of injury or accident while your child is at school. Private insurance should be purchased.



Sunol Glen Unified School District

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Where the student's teacher:
 - Has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact the school office at 925-862-2026.

Sincerely,

Shay Galletti
Superintendent/Principal

**SUNOL GLEN
UNIFIED SCHOOL DISTRICT**



Shay Galletti
Superintendent/Principal

SUNOL GLEN SCHOOL
11601 Main St.
Sunol, CA 94586
(925) 862-2026
Fax - (925) 862-0127

Appendix A



**ANNUAL NOTICE TO PARENTS
2024-2025**

DEAR PARENT/GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or guardian of the minor pupils in the school district regarding the rights of the parent or guardian under sections 35291, 46014, 46015, 48205, 48207, 48208, 49403, 49423, 49451, 49472, 51938, Chapter 2.3 (commencing with section 32255) of Part 19, and notice of the availability of the program prescribed by Article 9 (commencing with section 49510) of Chapter 9 and of the availability of individualized instruction under section 48206.3. Section 48982 requires that this Notice be signed and returned by the parent or guardian to the school. Signature and return of the attached form is acknowledgement 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. Pursuant to parent request, the annual notification may be provided to the parent or guardian in electronic format by providing access to the notice electronically. If the notice is provided in electronic format, the parent or guardian must submit to the school a signed acknowledgment of receipt of this notice.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

Accordingly, you are hereby notified as follows (when used in this notification "parent" includes a parent or legal guardian):

STUDENT DISCIPLINE

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291):

Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

DUTIES OF PUPILS (5 CCR §300): Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

HAZING PROHIBITION (EC §48900(q)): Pupils and other persons in attendance are prohibited from engaging or attempting to engage in hazing.

DRESS CODE/GANG APPAREL (EC §35183): The district is authorized to adopt a reasonable dress code.

ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1; LC §230.7): If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's class. Employers may not discriminate against parents who are required to comply with this requirement.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §35256, 35258): Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents have access to a copy.

SAFE PLACE TO LEARN ACT (EC §234.1): The district is committed to maintaining a learning and working environment that is free from bullying, as defined in EC §48900(r). Any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. The district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to report incidences of bullying please contact the district office. These policies shall be posted in schools and offices.

SCHOOL RECORDS AND ACHIEVEMENT

PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §49069.7, §49073, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act): Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to

all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes and the records are needed for a legitimate educational purpose; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students"); (4) Pupils age 14 and over who are identified as both homeless and an unaccompanied youth; (5) Individuals who have completed and signed a Caregiver's Authorization Affidavit.

Parents, or an eligible student, may review individual records by making a request to the principal. Districts must respond to a pupil record request by providing access no later than five business days following the date of the request. The principal will see that explanation 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 reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; availability of certificated personnel to interpret records if requested; 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 within ten school days. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232g).

You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49073, 34 CFR 99.37): The district also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major course of study, participation in officially recognized school activities, dates of attendance, degrees and awards received, and most recent previous public or private 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 (other than employers, potential employers or the news media). Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the district receives consent as required under state law). Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Parents and eligible students will be notified prior to the destruction of any special education records. You have the right to inspect a survey or other instrument

to be administered or distributed to your child that either collects personal information for marketing or sale or requests information about beliefs and practices and any instructional material to be used as part of your child's educational curriculum. Please contact your child's school if you wish to inspect such a survey or other instrument.

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 postsecondary instruction and makes a written request, the student'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. (See attached form.) Additionally, directory information related to homeless or unaccompanied youths will not be released without the express written consent for its release by the eligible pupil or guardian.

RELEASE OF INFO TO MILITARY SERVICES REPS / RELEASE OF TELEPHONE NUMBERS (EC §49073.5; 20 USC §7908): Parents of secondary students may request in writing that the student's name, address, and telephone listing not be released to armed forces recruiters without prior written parental consent.

PARTICIPATION IN STATE ASSESSMENTS AND OPTION TO REQUEST EXEMPTION (EC § 60615, 5 CCR § 852): Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil's records and reported to the parent. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils.

HIGH SCHOOL CURRICULUM: NOTIFICATION REGARDING COLLEGE PREPARATORY COURSES (EC §51229): Districts are required to provide parents of each minor pupil enrolled in grades 9 to 12 written notice of college admission requirements and career technical education courses.

ADVANCED PLACEMENT EXAMINATION FEES (EC §48980(j), EC §52242): State funds are available to cover the costs of advanced placement examination fees.

RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER (EC §§49076 and 49077): Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC §§49076(a)(1) and 49064(d)): Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

HEALTH SERVICES

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H&SC §124085): Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the local health department. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion of your child from school for up to five days.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451): A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever

there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

VISION APPRAISAL (EC §49455): The district is required to appraise each student's vision during kindergarten, upon initial enrollment, and in grades 2, 5, and 8. Appraisal in the year immediately following a student's first enrollment in grades 4 or 7 shall not be required. The appraisal shall include tests for visual acuity, near vision, and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician, surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. This appraisal is not required if a parent files a written objection based on a religious belief with the principal.

SCOLIOSIS SCREENING NOTICE (EC §§49451 and 49452.5): In addition to the physical examinations required pursuant to Sections 100275, 124035 and 124090 of the Health and Safety Code, the district may provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

DENTAL FLUORIDE TREATMENT (H&SC §104830 et seq.): Pupils will be provided the opportunity to receive the topical application of fluoride or other decay-inhibiting agent to each pupil's teeth if the parent, or eligible pupil submits a letter stating that the treatment is desired.

PUPIL NUTRITION NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(b), 49510, 49520 and 49558): Needy children may be eligible for free or reduced price meals. Details, eligibility criteria, and applications to participate in a free or reduced price meal program if it is available are available at your child's school. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school district employees to identify students eligible for public school choice and services pursuant to the federal Every Student Succeeds Act. When a household is selected for verification of eligibility for free and reduced meals, the District must notify the parent that their child(ren)'s eligibility is being verified.

COMMUNICABLE DISEASES (EC §48216 and 49403): The district is authorized to administer immunizing agents to pupils whose parents have consented in writing to the administration of such immunizing agent. The district is required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. The district must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. All students entering kindergarten, advancing from sixth to seventh grade in the district, or prior to his or her first admission to the district, will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides the district with a valid exemption from a licensed physician. No new personal belief exemptions will be accepted. Students with personal-belief exemptions on file with the district as of January 1, 2016, shall be allowed to continue enrollment until entering the next grade span in the district. Grade spans are defined as birth through preschool, K-6, including transitional kindergarten, and 7-12. Students qualified for an individualized education program may access special education and related services as required by his or her individualized educational program.

MEDICATION (EC §49423, §49423.1): Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine and prescription inhaled asthma medication upon the school's receipt of specified written confirmation with instructions for self-administration and authorization from the student's parent and physician or surgeon. The parent must release the school district and personnel from liability for any harm resulting from the self-administered medication, and provide a release for authorized school personnel to consult with the physician or surgeon.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49471 and 49472): The district is required to notify parents in writing if it does not provide or make available medical and hospital services for students injured while participating in athletic activities. The district is also authorized to provide medical or hospital services through non-profit membership corporations or insurance policies for student injuries arising out of school-related activities.

AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC §§48206.3, 48207-48208): Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district(s) where the student attends, resides and/or where the student receives care if an individualized instruction program is desired.

CONTINUING MEDICATION REGIMEN (EC §49480): Parents of any student on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other designated certificated school employee of the medication(s) being taken, the current dosage, and the name of the supervising physician. (*See attached form.*) With the consent of the parent, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN (EC §35183.5): School sites must allow for outdoor use of sun-protective clothing and must allow students to use sunscreen, without a prescription or physician's note, during the school day.

ASBESTOS (40 CFR 763.84, 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. At least once each year, the district will notify parents of inspections, response actions, and post-response action activities that are planned or in progress.

USE OF PESTICIDES (EC §§17611.5, 17612 and 48980.3): School districts are required to inform parents about the use of pesticides on school grounds and provide access to the integrated pest management plan when certain pesticides are used. (*See attached.*)

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§32280 et seq.): Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.

NOTICE OF COMPLIANCE (EC §32289): A complaint of noncompliance with the school safety planning requirements may be filed with the State Department of Education under the Uniform Complaint Procedures (5 CCR 4600 et seq.).

TOBACCO FREE SCHOOLS (HS §104420): Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and nonnicotine vaporized solutions. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

STUDENT SERVICES

MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000): A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has their fifth birthday, respectively, on or before September 1. For the 2023-24 school year, any child who will have their fifth birthday between September 2 and April 2 shall be admitted to a transitional kindergarten program in accordance with law and district policy. On a case-by-case basis, a child who has reached age five after the date listed above but before the end of the applicable school year, may be admitted to transitional kindergarten with the approval of the child's parent and subject to board approval in accordance with EC §48000. A school district may place a child who will have their fourth birthday on or before December 1 and is enrolled in a California state preschool program into a transitional kindergarten program classroom in accordance with EC §48000.

PREGNANT AND PARENTING PUPILS (EC §§ 221.51, 222, 222.5, 46015): Districts may not exclude nor deny any pupil from any educational program or activity on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, and shall treat these conditions in the same manner and under the same policies as any other temporary disabling condition. A pregnant or parenting pupil is entitled to 8 weeks of parental leave, or additional leave if deemed medically necessary by the pupil's physician. During parental leave, absences shall be excused and the pupil shall not be required to complete academic work or other school requirements. After return from parental leave, a pupil may resume the course of study in which he/she was previously enrolled, is entitled to make up work missed, and to take a fifth year of high school instruction if necessary to complete graduation requirements. A pupil may elect to attend an alternative education option instead of returning to the school in which he or she was enrolled prior to parental leave. Schools shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A pupil shall not incur an academic penalty as a result of his or her use of these accommodations.

PROSPECTUS OF SCHOOL CURRICULUM (EC §49091.14): The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a fee not to exceed the actual copying cost.

MULTILINGUAL EDUCATION (EC §310): If the district implements a language acquisition program pursuant to EC §310, information on the types of language programs available and a description of each program will be made available with this notice or upon enrollment.

SPECIAL EDUCATION (IDEA): State and federal law requires that a free appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. More information concerning student eligibility, parental rights and procedural safeguards are available upon request.

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §56301): Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

SPECIAL EDUCATION COMPLAINTS (5 CCR §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 a special education student, or similar issues, you may file a written complaint with the district. State regulations require the district to forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your school principal.

SECTION 504/DISABLED PUPILS (Section 504 of the Rehabilitation Act of 1973): Federal law requires the district to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

STATEMENT OF NONDISCRIMINATION (Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; EC §200 *et seq.*): The district does not discriminate on the basis of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, age, genetic information, mental or physical disability, sexual orientation, immigration status, or the perception of one or more of such characteristics. The district's policy of nondiscrimination requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. 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 district superintendent. A copy of the district's nondiscrimination policy is available upon request.

EDUCATIONAL EQUITY REGARDLESS OF IMMIGRATION STATUS, CITIZENSHIP, OR RELIGION (EC §234.7): Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. The district will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. The California Attorney General's website provides "know your rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant/rights>.

FINGERPRINTING PROGRAM (EC §32390): Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, you will be notified of procedures, applicable fee and your right to decline your child's participation upon your child's initial enrollment.

CHILDREN IN HOMELESS SITUATIONS (42 USC §11431-11435): Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations.

SEX/HIV EDUCATION

INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION AND HIV PREVENTION (EC §51938): The district shall annually notify parents about instruction in comprehensive sexual health education and HIV prevention education and research on student health behaviors and risks planned for the school year. Written and audiovisual educational materials used in such education are available for inspection. If arrangement for the instruction is made after the beginning of the school year, parents will be notified no fewer than 14 days prior to the commencement of any such instruction if the district elects to provide the instruction by outside

consultants in class or during an assembly. The notice must include the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent has the right to request a copy of the law pertaining to such instruction. Parents have the right to excuse his or her child from all or part of the comprehensive sexual health and HIV prevention education by submitting a written request to the district. Those students whose parents do not submit a written request to excuse them will receive such instruction. The law also authorizes the district, without prior parental consent, to use 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 in grades 7 to 12 about the student's attitudes concerning or practices relating to sex. The district must notify parents in writing before any such test, questionnaire, or survey is administered and provide them with an opportunity to review the materials. Parents have the right to excuse his or her child from such participation by submitting a written request to the school district.

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240): Upon written request of a parent, students shall be excused from part of any school instruction in health if it conflicts with the religious training and beliefs of a parent.

SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES

California law (EC §48980(g)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and potentially three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

Choosing a School Within District in Which Parent Lives:

The law (EC §35160.5(b)) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- Each district may adopt a school selection policy that takes into consideration special circumstances that might be harmful or dangerous to a particular pupil, whether the sibling of the pupil is already in attendance at the school, and/or whether the pupil's parent is employed at the school.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.

Choosing a School Outside District in Which Parent Lives:

Parents have three different options for choosing a school outside the district in which they live. The three options are:

Option 1: Districts of Choice (EC §§48300 through 48315): The law allows, but does not require, each school district to become a "district of choice" – that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. If the school board of a district decides to become a "district of choice" it must determine the number of students it is willing to accept in this category each year and accept all pupils who apply to transfer until the school district is at maximum capacity. The school district of choice shall ensure that pupils admitted under this article are selected through an unbiased process that prohibits consideration of factors such as academic or athletic performance, physical conditions, or proficiency in English. If the district chooses not to become a "district of choice," a parent may not request a transfer under these provisions. Other provisions of the "district of choice" option include:

- Either the district a student would transfer to or the district a student would transfer from may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. A district of choice cannot deny a transfer request on the basis that the costs to provide services exceeds the revenue received, but it may reject a request if doing so would require the creation of a new program. However, the district of choice may not deny the transfer of any special needs student, including an individual with exceptional needs, or an English Learner student even if the cost to educate the student exceeds the revenue received or the creation of a new program is required. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- Communications to parents by a school district of choice shall be factually accurate and shall not target students based upon academic ability, athletic performance, or other personal characteristics.
- The district of choice must post transfer application information on its website, including any applicable forms, the timeline for a transfer, and an explanation of the selection process.
- All communications from a school district of choice regarding transfer opportunities must be available in all languages for which translations are required in the school district of residence under EC §48985.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- Entrance priority must be given as follows:
 - Siblings of students already attending school in the "district of choice" must be given first priority.
 - Pupils eligible for free or reduced-price meals must be given second priority.
 - Children of military personnel must be given third priority.
- A parent may request transportation assistance within the boundaries of the "district of choice." The district is required to provide transportation only to the extent it already does so.
- A school district in which an active military duty parent of a student resides shall not deny the transfer of that student to a school in any district, if the school district to which the parent of the student applies approves the application for transfer.

Option 2: Other Interdistrict Transfers (EC §46600 et seq.): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. Districts of residence may not deny a transfer of a student whose parent is active duty military where the district of proposed

enrollment approves the application, or for students who are the victim of an act of bullying unless the requested school is at maximum capacity. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

Option 3: Parental Employment in Lieu of Residency Transfers (EC §48204(b)): If at least one parent of a student is physically employed in the boundaries of a school district other than the one in which they live for a minimum of 10 hours during the school week, the student may be considered a resident of the school district in which their parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of EC §48204(b) include:

- Either the district in which the parent lives or the district in which the parent works may prohibit the student's transfer if it negatively impacts a desegregation plan.
- The district in which the parent works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.
- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent the specific reasons for denying the transfer.

Open Enrollment Act (EC §48350 et seq.)

Whenever a student is attending a district school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, the student may apply to transfer to another school within or outside of the district, if the school to which they are transferring has a higher Academic Performance Index. Districts with a school on the List must notify the parents at that school on or before the first day of the school year of their option to transfer to another public school. Information regarding the application process and applicable deadlines can be obtained from the district office.

This summary provides an overview of the laws applicable to school attendance for each alternative. Additional information is available upon request.

NOTICE OF ALTERNATIVE SCHOOLS (EC §58501): State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

- (1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (3) 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 teachers of choices of learning projects.
- (4) 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.
- (5) 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, student, 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 area shall have copies of the law available for your information. This law particularly authorizes interested persons to request that the governing board of the district to establish alternative school programs.

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(i)): No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 if missed assignments/tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC §46010.1): Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent. District policy regarding excusing such absences is available upon request.

ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014): Districts may allow pupils with parent consent to be excused to participate in religious exercises/instruction.

NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c)): The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the scheduled minimum or student-free day. (See attached.)

MISCELLANEOUS

NON-MANDATORY PROGRAMS FOR PARENTAL/PUPIL PARTICIPATION (EC §49091.18): Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.

SEX EQUITY IN CAREER PLANNING (EC §221.5(d)): Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917): Each district is required to have adopted a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification. (See attached.) Districts are also required to display such policies in a prominent location and include it in orientation for employees and students, and provide a copy of such policy to new and continuing students as part of any orientation program held on a quarterly, semester or summer session basis.

DRUG FREE CAMPUS (Alcohol and Other Drug Use 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.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §32255 et seq.): Pupils may choose to refrain from participating in educational projects involving the dissection or otherwise harmful or destructive use of animals in accordance with the procedures set forth in EC § 32255.1.

EVERY STUDENT SUCCEEDS ACT (20 USC §6301 et seq.): Under ESSA, parents have the following rights:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers,

paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects she/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether she/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. The district shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information regarding any State or local policy mandating pupil assessments and the level of achievement of their student on every State and districtwide academic assessment administered to the student.
- **Limited English Proficient Students:** The Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners.

The information provided above is available upon request from your child's school or the district office. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately.

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. (See attached.)

SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5): Districts are required to provide safety regulations to all new students and students who have not previously been transported by school bus.

MEGAN'S LAW NOTIFICATION (PENAL CODE §290.4): Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.

EXCUSED ABSENCES (EC §48205)

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

- (1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (2) Due to quarantine under the direction of a county/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 his or her religion, attendance at a religious retreat, 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 and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.

- (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) For the purpose of participating in a cultural ceremony or event.
 - (12)(A) For the purpose of a middle school or high school pupil engaging in a civic or political event, as provided in subparagraph (B), provided that the pupil notifies the school ahead of the absence.
 - (12)(B)(i) A middle school or high school pupil who is absent pursuant to subparagraph (A) is required to be excused for only one schoolday-long absence per school year.
 - (12)(B)(ii) A middle school or high school pupil who is absent pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.
 - (13) 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) For purposes of this section, the following definitions apply:
- (1) A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
 - (2) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
 - (3) "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.

INVESTING FOR FUTURE EDUCATION (EC §48980(d)):

Parents are advised of the importance of investing for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO

INSTRUCTIONAL MATERIALS, ETC. (EC §35186): A Uniform Complaint process is available to help identify and resolve deficiencies related to instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or

misassignment. Notice of the complaint process and location at which to obtain a complaint form should be posted in the classrooms.

SCHOOL ACCREDITATION (EC §35178.4): Districts are required to notify each parent of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Website, or by any combination of these methods.

PUPIL FEES (EC §49010 et seq.): The district is required to establish policies concerning the provision of a free education to pupils. The district is also required to establish policies for filing a complaint of noncompliance under this section using the Uniform Complaint Procedures. Notice of the district's fee policies and complaint process shall be provided to pupils, parents, and employees on an annual basis.

LOCAL CONTROL AND ACCOUNTABILITY PLAN (EC §§52059.5-52077):

The district is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to the district's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and LCAP are adopted at the local level, the plan will be reviewed by the county superintendent to ensure alignment of projected spending toward goals and services. The following are the State priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation and family engagement;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to a broad course of study;
8. Measuring other important student outcomes related to required areas of study;
9. Coordinating instruction for expelled students; and
10. Coordinating services for foster children.

The Board of Education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the Board of Education and the superintendent regarding the LCAP. (ELPACs are required if enrollment in the school district includes at least 15% English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established).

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, its special education local plan area administrator(s), and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures

proposed in the plan, and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post prominently on the homepage of the school district's website the LCAP approved by the Board of Education and any updates, revisions or addenda to the LCAP as well as post or link to the LCAP submitted by any charter school authorized by the district, and establish policies for filing a complaint of noncompliance under EC §52075 using the Uniform Complaint Procedures. Information regarding the requirements for a Local Control and Accountability Plan and the complaint process shall be provided to pupils, parents, and employees on an annual basis.

The Age Discrimination Act (42 USC § 6101 et seq.): The Age Discrimination Act prohibits discrimination in programs or activities receiving federal and/or state financial assistance.

The Boy Scouts of America Equal Access Act (34 CFR § 108.6): The Boy Scouts of America Equal Access Act requires public schools to provide equal access to the use of school property to the Boy Scouts and other designated youth groups.

2024 Mandatory Parental Annual Notifications Updates:

Anti-Discrimination Policy: The Safe Place to Learn Act (Education Code §234.1) states that the District's policy that prohibits discrimination, harassment, intimidation, and bullying must include a statement that the policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the local educational agency, and all acts of the governing board or body, of the local educational agency, the superintendent of the school district, and the county superintendent of schools in enacting policies and procedures that govern the local educational agency.

Child Health and Disabilities Prevention Program: Health and Safety Code § 124085 will become inoperative on July 1, 2024, and shall be repealed on January 1, 2025. This has been removed from the Annual Notice. • Vision Appraisal: The vision appraisal will no longer test for visual acuity and will now include a test for far vision (Education Code §49455).

Comprehensive School Safety Plan: Education Code § 32282 was updated to add new requirements, including ensuring that the plan includes appropriate adaptations for pupils with disabilities; procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school; and for schools that serve pupils in any of grades 7 to 12, inclusive, a protocol to be used in the event a pupil is suffering or is reasonably believed to be suffering from an opioid overdose.

Excused Absences: Education Code § 48205 was updated to expand the definition of an immediate family member, and was further updated to include as an excused absence a pupil grieving the death of an immediate family member; accessing services from a victim services organization or agency; accessing grief support services; and participating in safety planning to increase the safety of the pupil.

Local Control and Accountability Plan: Education Code § 52062(6)(a) was updated to include that before February 28 of each year at a regularly scheduled meeting of the governing board of the school district, the superintendent of the school district shall present a report on the annual update to the local control and accountability plan and the local control funding formula budget overview for parents. The report shall include both of the following: All available midyear outcome data related to metrics identified in the current year's local control and accountability plan; and all available mid year expenditure and implementation data on all actions identified in the current year's local control and accountability plan.

Cancer Prevention Act / Human Papillomavirus (HPV) Immunization:

HPV, or human papillomavirus, is a common virus that can cause cancers later in life. California law requires that students be advised to adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level of any private or public elementary or secondary school.

AB 659 recommends students entering the 8th grade be fully vaccinated against HPV, with students and their parent or guardians receiving a notification of the requirement when they enter the 6th grade.

Per the CDC, children ages 11–12 years should get two doses of HPV vaccine, given 6 to 12 months apart. HPV vaccines can be given starting at age 9. Children who get the first dose before their 15th birthday only need two doses. Teens who get the first dose on or after their 15th birthday need three doses. The HPV vaccine series is most effective when given before a person is exposed to the virus. More information may be found on the CDC's webpage: <https://www.cdc.gov/hpv/parents/vaccine-for-hpv.html> HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks." (Education Code section 48980.4 and Health and Safety Code section 120336.)

Annual Notice to Parents and Guardians Regarding Synthetic Drugs (AB 889)

Effective January 1, 2024, AB 889 requires that local educational agencies notify parents and guardians about the dangers associated with using unprescribed synthetic drugs, such as fentanyl. According to the U.S. Drug Enforcement Administration (DEA) website, deadly doses of fentanyl have been found in fake/ counterfeit versions of Adderall, Xanax, Oxycodone, among other medications. (Education Code section 48985.5 (a).

Excused Absences for Religious Retreats (AB 1503)

AB 1503 amends Section 48205 of the Education Code regarding excused absences, which is a mandatory Annual Notice provision. Specifically, it increases the time frame for an excused absence for participation in a religious retreat from four (4) hours to one (1) full school day per semester. The rationale is that students are entitled to a break over Christmas, a Christian holiday, but in California there are a diverse range of non-Christian students from various religious and ethnic backgrounds who should also be entitled to practice their faiths.

Excused Absences for Death of an Immediate Family Member (SB 350)

SB 350 also amends Education Code section 48205 to increase the time frame for an excused absence from three (3) days to five (5) days to attend funeral services for, or to grieve the - 2 - death of, an immediate family member. The bill further provides for an additional excused absence for a period of not more than three (3) days for students to seek grief support services, access services from a victim services organization or agency, or to participate in safety planning, related to the death of an immediate family member. For this type of excused absence, SB 350 expands the "immediate family" definition to include a person that is determined by the student's parent or guardian to be in such close association with the student as to be considered the student's immediate family.

Textbook or Library Book Use and Sufficiency Complaints (AB 1078)

AB 1078 also authorizes complaints regarding: (a) actions taken by a school district governing board, county board of education, or governing body of a charter school alleging unlawful discrimination in prohibiting the use of a textbook or library book; or (b) insufficient textbooks or instructional materials, to be filed directly with the State Superintendent of Public Instruction. Previously, complaints related to insufficient textbooks or instructional materials had to be processed at the local level, through the local education agency's Uniform Complaint Procedures. Now, the State Superintendent may intervene without waiting for the local educational agency to investigate. (Education Code sections 243 (c) and 35186 (d).) S

Firearms Safety Memorandum

To: Parents and Guardians of Students in the **Sunol Glen Unified School District**

From: Shay Galletti

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Sunol Glen Unified School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

² See California Penal Code section 25100(c).

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Shay Galletti

Date published: 07/27/2024
California Department of Education

³ See California Civil Code Section 29805.

⁴ See California Civil Code Section 1714.3.