

CENTER JOINT UNIFIED SCHOOL DISTRICT

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

(Revised 05/31/23)

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

CONTINUOUS NON-DISCRIMINATION NOTICE (34 CFR 104.8, 106.9, BP 0410, BP 6178, AR 6178, BP 5146, EC 222.5, EC 234.7)

Center Joint Unified School District is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination based on actual or perceived sex, race, color, national origin, immigration status, religion, age, sexual orientation, ancestry, ethnic group identification, gender, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The district shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The district does not discriminate on the basis of potential parental, family, or marital status, and does not exclude any person because of pregnancy or related conditions.

INTEGRATED PEST MANAGEMENT (EC 17611.5, EC 17612, EC 48980.3, AR 3514.2)

When pesticides are applied at school sites, warning notices must be posted at least 24 hours in advance. For a schedule of application and a list of active ingredients of each pesticide, please call the Assistant Superintendent of Maintenance and Operations, (916) 338-6417. Persons requesting a schedule of application will receive a 72 hour advance notice.

RIGHT TO REFRAIN FROM HARMFUL OR DESTRUCTIVE USE OF ANIMALS (EC 32255, EC 32255.6, 48980, AR 5145.8)

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

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

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

DISTRICT AND SITE DISCIPLINE RULES (EC 35291, EC 48929, EC 48980, AR 5144, 5144.1, BP 5116.2) The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the school under its jurisdiction.

INVOLUNTARY STUDENT TRANSFER (EC 48929, EC 48980, BP 5116.2) As applicable, when determining the best placement for a student who is subject to involuntary transfer, the Superintendent or designee shall review all educational options for which the student is eligible, the student's academic progress and needs, the enrollment capacity at district schools, and the availability of support services and other resources.

Whenever a student is involuntarily transferred, the Superintendent or designee shall provide timely written notification to the student and his/her parent/guardian and an opportunity for the student and parent/guardian to meet with the Superintendent or designee to discuss the transfer. Students Convicted of Violent Felony or Misdemeanor A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted.

REQUIRED PARENTAL ATTENDANCE (EC 48900.1, EC 48911, BP 5144.1, AR 5144.1)

The Center Joint Unified Board of Trustees believes that parental involvement plays an important role in the resolution of classroom behavior problems. Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. The principal of each school shall take steps to ensure that all rules pertaining to the discipline of pupils are communicated to continuing students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

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

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

ABSENCES FOR JUSTIFIABLE PERSONAL REASONS (EC 48205, EC 48980, EC 48213, BP 5113, AR 5113, AR 6154, AR 5112.2)

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

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

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

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

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

PARENT INVOLVEMENT POLICY (BP 6020)

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

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

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

IMMUNIZATION OF PUPILS (EC 48216;17 CCR 6040, EC 48980, EC 49403, BP 5141.31, AR 5141.31 AR 5141.32)

The county office of education or the governing board of the district of attendance shall exclude any pupil of the district who has not been immunized properly pursuant to Chapter 1 (commencing with Section 120325) of Part 2 Division 105 of the Health and Safety Code. Students entering a district school or child care and development program, or transferring between school campuses, shall present an immunization record which shows at least the month and year of each immunization in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law. The district may, in cooperation with local health services for the prevention and control of communicable disease, permit a licensed physician to administer immunizing agents to pupils whose parents have consented in writing to each immunization.

COMPREHENSIVE HEALTH SCREENING FOR GRADES K-1 (AR 5141.32) The Superintendent or designee shall notify parents/guardians of all kindergarten students of the requirement to obtain a health screening and of the availability of the Child Health and Disability Prevention (CHDP) program established pursuant to Health and Safety Code [124025-124110](#) to assist eligible low-income families in obtaining the health screening. The Superintendent or designee shall exclude from school, for not more than five school days, any first-grade student who does not present evidence of a health screening or a waiver on or before the 90th day after entering first grade. The exclusion shall begin on the 91st day after the student's entrance into the first grade, or if school is not in session, then on the next succeeding school day. The Superintendent or designee may exempt a student from exclusion when his/her parents/guardians have been contacted at least twice between the first day and the 90th day after the student's enrollment in first grade and the parents/guardians refuse to provide either a certification form or a waiver.

INTRADISTRICT OPEN ENROLLMENT AND ATTENDANCE OPTIONS (EC 48980, EC 35160.5, EC 46600-46611, EC 48204, EC 48301, AR 5116.1, BP 5111.1, 5111.12, AR 5117)

The governing board desires to provide options that meet the diverse needs, potential and interests of district students and shall annually review enrollment options. Students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student. District residency status may be granted to an elementary grade student if the student's parent/guardian works within the district boundaries. Proof of the parent/guardian's employment within the district shall be required prior to initial enrollment.

SEXUAL HARASSMENT (EC 48980, EC 44050, 5 CCR 4917, EC 231.5, AR 5145.7 BP 4119.21, BP 4219.21, BP 4319.21, 34 CFR 106.8)

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

CHILD ABUSE PREVENTION AND REPORTING (EC 48987, AR 5141.4) To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified in the board policy under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code [11166](#) to file a report himself/herself using the procedures described above for mandated reporters.

CHILD CARE AND DEVELOPMENT (Health and Safty Code 1597.16, AR 5148) All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code [1596.792](#) or 22 CCR [101158](#). The license shall be posted in a prominent, publicly accessible location in the facility.

MINIMUM DAYS (EC 48980, BP 6111)

Each school calendar shall show the beginning and ending school dates, legal and local holidays, orientation meeting days, minimum days, vacation periods, and other pertinent dates. Notification of the schedule of minimum days and student-free staff development days shall be sent to all parents/guardians at the beginning of the school year. If any minimum days or student-free staff development days are added to the schedule, the Superintendent or designee shall notify parents/guardians of the affected students as soon as possible and at least one month before the scheduled minimum day.

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

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

STUDENT RECORDS AND PARENT RIGHTS (EC 49063, EC 49069, EC 20 USC 1232g, 34 CFR 99.7, AR EC 69432.9, EC 69432.92, AR 5125)

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

The Student Aid Commission, to provide the grade point average (GPA) of all district students in grade 12 and, when requested, verification of high school graduation or its equivalent of all students who graduated in the prior

academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA.

STUDENT RECORDS FROM SOCIAL MEDIA (Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code

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

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

EDUCATIONAL COUNSELING (EC 221.5, EC 48980, BP 6164.2 Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions.

CERTIFICATION OF COLLEGE PREPARATORY COURSES (EC 51229, EC 48980, AR 6143) The Superintendent or designee shall identify courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives that may qualify for designation as "a-g" college preparatory courses. He/she shall submit course information to the University of California (UC) including, but not necessarily limited to, the course title, subject area, grade level(s), unit value, a brief course description, prerequisites and co-requisites, texts and supplemental instructional materials used in the course, whether the school is seeking designation of the course as an honors course, and whether the course is classified as a career technical education or regional occupational program course. He/she also shall electronically submit updates to UC whenever course content changes or a course will not be offered in a particular year.

NOTIFICATION TO STUDENTS IN GRADES 9-12 (EC 51229, EC 48980, AR 6143) At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the 1. A brief explanation of the course requirements for admission to UC and the California State University (CSU) 2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU 3. A brief description of what career technical education is, as defined by the California Department of Education (CDE) 4. The Internet address for the portion of the CDE web site where students can learn more about career technical education 5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

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

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

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

The district shall adopt a policy identifying those categories of directory information which may be released. The district shall determine which individuals, officials, or organizations may receive directory information. No directory information shall be released regarding any pupil when a parent has notified the school district that such information shall not be released.

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

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

Parents are required to inform the school if a child is on a continuing program of medication as follows:

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

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

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

SCOLIOSIS SCREENING (EC 49452.5, AR 5141.3) The parent/guardian of any student suspected of having scoliosis shall receive a notice which includes an explanation of scoliosis and describes the significance of treatment at an early age. This notice shall also describe the public services available for treatment and include a referral to appropriate community resources.

INSURANCE PLAN (EC 32221.5, EC 49472, EC 49471, EC 48980, BP 5143, AR 5143)

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

MEAL PRICES (EC 38084, 42 USC 1760, USDA SP-23-2017, AR 3551) as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code [38084](#) and 42 USC [1760](#). Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

FREE AND REDUCED PRICE MEALS (EC 49520, 48980, 42 USC 1758, 7 CFR 245.5, AR 3553, AR 3551)
The Department of Education, in cooperation with the Department of Social Welfare, shall establish a statewide program to provide nutritious meals at school for pupils. The funds shall be allocated to the school districts in such a manner that priority shall be given to providing free meals to the neediest children.

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

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

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

VISION, HEARING SCREENING (EC 49456, 17 CCR 2951, AR 5141.3 BP 5141.3) Periodic vision and hearing screens have been scheduled by the district. Visual defects or any other defects found as a result of the vision examination shall be reported to the parent/guardian with a request that remedial action be taken to correct or cure the defect. If made in writing, such reports shall not include a referral to any private practitioner, and the report of a visual defect shall be made on a form prescribed by the Superintendent of Public Instruction. The student may be referred to a public clinic or diagnostic and treatment center operated by a public hospital or by the state, county or city department of public health.

ORAL HEALTH ASSESSMENT FOR GRADES K-1 (EC 49452.8, AR 5141.32) No later than May 31 of the school year, the parent/guardian of any kindergarten student or of any first-grade student who was not previously enrolled in a public school shall certify that the student has received an oral health assessment. The oral health assessment shall have been performed by a licensed dentist or other authorized dental health professional no earlier than 12 months prior to the date of the student's initial enrollment.

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

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

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

ALTERNATIVE SCHOOL (EC 48260.5, 48262, EC 58501, EC 48980, AR 6181, AR 5113.1)

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

SUSPENSION AND EXPULSION/DUE PROCESS (EC 48915.1, EC 48918, EC 48916, EC 48900.8, BP 5119, AR 5144.1) Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any "mandatory recommendation and mandatory expulsion" act listed in the section "Authority to Expel" in the accompanying Board policy, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code [48915.1](#) The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district. Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing.

SUPERVISED SUSPENSION CLASS ROOM (EC 48911.1, AR 5144.1)

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

AVAILABILITY OF MANAGEMENT REGARDING ASBESTOS (40 CFR 763.93 763.84, AR 3514) The District has made available to each school site a complete 3-year re-evaluation and management plan for asbestos-containing material in school buildings.

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

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

RIGHT OF PARENTS TO INSPECT INSTRUCTIONAL MATERIALS:

See Availability of Course Prospectus

ADMINISTRATION OF STUDENT SURVEYS, HEALTH EXAMINATIONS AND COLLECTION OF PERSONAL INFORMATION FOR MARKETING PURPOSES (EC 51938, EC 51513, 20 USC 1232h, AR 5022, BP 6162.8)

The Board prohibits staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing. The district may administer to students in grades 7-12 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate.

PARENTS' RIGHT TO REQUEST INFORMATION RE: QUALIFICATIONS OF CHILD'S TEACHER AND PARAPROFESSIONAL (20 USC 6312; 34 CFR 200.48, AR 4112.24, AR 4222)

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

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

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

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

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

FINGERPRINTING PROGRAM (EC 32390 5 CCR 640, EC 48980, AR 5142.1) The district may offer a voluntary fingerprinting program for all entering kindergarten students and for all students newly enrolled in the district. The district may contract with any public or private agency, including any appropriate civic or community organization, and/or may seek to obtain private funding and volunteer assistance to perform the fingerprinting.

TRANSPORTATION (EC 39821.5, EC 39831 5; 5 CCR 14102, AR 3543, AR 3543) The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades pre kindergarten through 6 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration. Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety.

HIGH SCHOOL GRADUATION REQUIREMENTS (EC 48980, EC 51225.3, AR 6146.1) One course in visual or performing arts; foreign language, including American Sign Language; or career technical education (CTE) To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

CERTIFICATE OF PROFICIENCY/HIGH SCHOOL EQUIVALENCY (5 CCR 11523, EC 48412, AR 6146.2) Eligible persons may obtain a certificate of proficiency or a high school equivalency certificate in accordance with law, Board policy and administrative regulation. The Superintendent or designee shall make information available to interested persons regarding the eligibility and examination requirements of each program.

BEFORE AND AFTER SCHOOL PROGRAMS (EC 8483, EC 8482.3, EC 8484.7, EC 8483.1, 42 USC 11434a, AR 5148.2) The district's After School Education and Safety (ASES) program or 21st Century Community Learning Center (21st CCLC) program shall serve students in any of grades K-9 as the district may determine based on local needs. (1) First priority for enrollment shall be given to students who are identified as homeless youth, as defined by the McKinney-Vento Homeless Assistance Act, at the time they apply for enrollment or at any time during the school year and to students who are identified by the program as being in foster care. The district is not required to disenroll a current student in order to secure the enrollment of a student who has priority for enrollment. The district shall inform the parent/guardian of a homeless or foster youth of the right of the child to receive priority enrollment and how to request priority enrollment.

ATHLETIC COMPETITION (EC 49476, AR 6145.2) Before students participate in practice or competition as part of interscholastic athletic activities, the Superintendent or designee shall, in addition to providing the students and their parents/guardians with the notices described above, send a notice to the students and their parents/guardians which includes the opioid fact sheet published by the Centers for Disease Control and Prevention in accordance with Education Code 49476. The district shall provide this fact sheet annually to each student athlete and shall require the student and the student's parent/guardian to sign a document acknowledging receipt of the fact sheet

EXEMPTION FROM DISTRICT ADOPTED GRADUATION REQUIREMENTS (EC 51225.1, BP 6164.1, AR 6173, AR 6173.1, AR6173.3, AR 6175) District students are required to complete graduation course requirements specified above, including the requirements imposed by Education Code [51225.3](#) and those adopted by the Board. However, a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers into the district or between district schools any time after completing the second year of high school, or a newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program, shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it.

PARENTAL NOTIFICATION OF EL CLASSIFICATION AND LANGUAGE PROGRAM

Local education agencies (LEA) or school districts are required to inform parents/guardians of their child's qualification for initial or continuing placement into a language development program. Parent/guardian letters must be provided to the parent or guardian in the primary language of the home. The parents must be given the opportunity to waive any English language development services. While waiting for parental permission, the child should be scheduled for appropriate language assistance services and services should begin immediately.

ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS FOR CALIFORNIA (ELPAC)

State and federal law require that school districts administer a state test of English language proficiency to students whose primary language is other than English. The ELPAC has replaced the California English Language Development Test (CELDT) and is aligned with the 2012 California English Language Development

Standards. It consists of two separate assessments: The Initial Assessment (IA) and the Summative Assessment (SA). The ELPAC IA is administered within 30 days of enrollment in a California school, is only given once, and is used to identify students either as an English learner (EL) or as fluent in English (IFEP). The ELPAC SA is only given to students who have previously been identified as an EL based upon the IA results. Its purpose is to measure how well students are progressing with English language development in each of four domains: listening, speaking, reading and writing. The resulting proficiency levels are used as one of four criteria to determine if the student is ready to be reclassified as fluent English proficient (RFEP). They are also used to help inform proper educational placement, and to report progress for accountability.

The Initial Assessment (IA) is administered at schools during the fall semester and throughout the school year when students enroll after the fall testing period. The IA must be administered when the Home Language Survey (HLS), completed by parents/guardians when registering their child in school, indicates a primary language other than English. The annual Summative Assessment (SA) will be administered every spring, February through May. The ELPAC must be given to students identified as English learners once a year until they are reclassified as English proficient (RFEP) as per the district guidelines for this purpose. More information on the ELPAC test may be found at the following website: <http://www.elpac.org>.

ENGLISH LEARNER (EL) PROGRAM

During the enrollment process, parents/guardians complete the Home Language Survey. If a language other than English is noted on the student's Home Language Survey, the district is required to assess the student's level of English language proficiency and notify the parent/guardian of their child's English proficiency level.

Districts are required to inform parents/guardians of the language acquisition program options from which parents/guardians may choose the one that best suits their child. Parents/guardians must also be informed of the criteria for a student to exit the English Learner (EL) status. Parents/guardians are provided this information by the school site's English Learner Specialist upon the completion of the child's English language proficiency assessment.

The following language acquisition program is available for student enrollment:

STRUCTURED ENGLISH IMMERSION (SEI)

SEI is a language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and instruction designed for students who are learning English. At minimum students are offered Designated ELD and Integrated ELD. Some assistance may be provided in the primary language when available (EC Sections 305(a)(2) and 306(c)(3)).

Designated ELD is defined as instruction provided during a time during the regular school day for focused instruction on the state-adopted ELD standards to assist English learners to develop critical English language skills necessary for academic content learning in English. Integrated ELD is defined as instruction in which the state-adopted ELD standards are used in tandem with the state-adopted academic content standards. Integrated ELD includes specifically designed academic instruction in English that provides access to grade level academic subject matter. English Language Development (ELD) and Specially Designed Academic Instruction (SDAIE) may take place in any setting.

CHANGE OF ENGLISH LANGUAGE DEVELOPMENT PROGRAM (EC 313.2, 440;20 USC 6312, EC 310, BP 6142.2, AR 6174)

Parents may choose a language acquisition program that best suits their child (EC Section 310(a)).

Parents/guardians may change their child into or out of a language program (e.g. change from the SEI program to

the general education program or vice versa) by informing the site English Learner Specialist or the school front office. Waivers are no longer required.

HOW TO REQUEST THE ESTABLISHMENT OF A NEW PROGRAM

Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. Parents/guardians may request a language program at their school by informing the school site English Learner Specialist and/or front office staff at the school site.

Whenever parents or guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process: (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request.
2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.
3. If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall:
 - a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program
 - b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals
 - c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators
 - d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion
2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
4. The manner in which the district has allocated sufficient resources to effectively implement the program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals
5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and, when the program includes instruction in another language, in that other language
6. The process to request establishment of a language acquisition program not offered at the school
7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

RECLASSIFICATION/REDESIGNATION OF ENGLISH LEARNERS (ED 313, 5 CCR 11303, AR 6174) An English Learner student who has been determined to be Reclassified as Fluent English Proficient; the parent or guardian shall be notified regarding the process for reclassifying. The parents/guardians have the opportunity to participate in that process.

ENGLISH LEARNER PARENT NOTIFICATION OF OFFICIAL ELPAC RESULTS AND PROGRAM PARTICIPATION (EC 52164.1, EC 52164.3; 5 CCR 11511.5, EC 440, 20 USC 7012, AR6174)

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

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

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

AVAILABILITY OF DENTAL FLUORIDE TREATMENT (Health Safety Code 104855, AR 5141.6).

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

MENTAL HEALTH SERVICES (EC 49428)

Mental health services can be accessed at each site by contacting the site administrator.

STATEWIDE TESTING NOTIFICATION

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

California Assessment of Student Performance and Progress

- **Smarter Balanced Assessment Consortium Assessments**

The California Assessment of Student Performance and Progress (CAASPP) computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and math assessments can be used as an indicator of college readiness.

- **California Science Tests (CAST)**

The new, computer-based CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades five and eight, and once in high school. The new computer-based CAST replaces the California Standards (CST) for Science.

- **California Alternate Assessments (CAA)**

The computer-based CAA for ELA and CAA for mathematics is administered to students with the most significant cognitive disabilities in grades three through eight and grade eleven. Tests items are aligned with the CCSS and are based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades five and eight, and once in high school.

- **Standards-based Tests in Spanish (STS) for Reading/Language Arts**

California offers the optional STS for Reading/Language Arts, which are multiple-choice tests that allow Spanish-speaking English learners to demonstrate their knowledge of the California content standards. The California Spanish Assessment (CSA) will replace the optional STS. The CSA will be a computer-based assessment that is aligned with the California CCSS en Español.

Pursuant to California Education Code Section 60615, 5CCR 852, AR 6162.51, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

STATE ACADEMIC ACHIEVEMENT TESTS (EC 60641;5 CCR 863, AR 6162.51) Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

English Language Proficiency Assessments for California

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017-18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test

The physical fitness test (PFT) for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven and nine take the fitness test.

California Department of Education / January 2018
DISTRICT COORDINATORS

Title IX Coordinator

Chris Borasi
916-338-6413
cborasi@centerusd.org
CJUSD District Office
8408 Watt Avenue
Antelope, CA 95843

Title 5 Coordinator

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504 Coordinator

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UNIFORM COMPLAINT PROCEDURES

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

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

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

EC 49013, EC 262.3, EC 5 CCR 4622, AR 1312.3

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

Complaints must be filed in writing with the following compliance officer:

Chris Borasi, Director of Personnel

8408 Watt Ave.

Antelope, CA 95843

916-338-6413

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

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

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

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

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

Firearms Safety Memorandum

To: Parents and Guardians of Students in the Center Joint Unified School District

From: Scott A. Loehr, Superintendent

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 Center Joint 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 schools across the country. 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.

- California makes a person criminally liable for keeping a loaded firearm, 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 great bodily injury to the child or any other person; (2) carries the firearm to a public place, including to any preschool or school grades kindergarten through twelfth grade, including to any school-sponsored event, activity, or performance; or (3) brandishes a firearm to others. The criminal penalty may be greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.¹
- As of 2014, California makes a person criminally liable if they negligently store or leave any loaded firearm on their premises where a child is likely to gain access to it— regardless of whether or not the child brings the gun to a public place.¹
- 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. These damages may be up to \$30,000 per victim.²

Note: Gun owners may avoid criminal liability under California Penal Code Section 25100 by keeping their firearm in a locked container or secured with a locking device that renders the firearm inoperable.³

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.

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

² See California Civil Code Section 1714.3.

³ See California Penal Code sections 25105; 25205.

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

The law requires it as proof that parents/guardians have been informed of their rights. Education Code 48982 (20 USC 7908 AR 5125.1) requires that the district maintain an acknowledgment of receipt for each student.

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

Directory Information Release: Please check A1 or A2

- A1. No, do not include the above named student's name in any publication mailed to colleges or military groups. _____
- A2. Yes, permission is granted to release the above named student's name in any publication mailed to colleges or military groups. _____

News Media Release: please check B1 or B2

- B1. No, do not allow the above named student to be filmed and/or interviewed by television or radio (media) personnel who have permission to be on campus. _____
- B2. Yes, permission is granted for the above named student to be interviewed by television or radio (media) personnel who have permission to be on campus. _____

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

- C1. No, do not allow the above named student's first name (last name is not allowed) and/or picture to be on a school/district sponsored/sanctioned website. _____
- C2. Yes, permission is granted for the above named student's first name and/or picture to be on a school/district sponsored/sanctioned website. _____

PARENT ACKNOWLEDGMENT

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

Parent/Guardian Signature _____ Date _____

7th Through 12th Grade Parents Only

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

Parent/Guardian Signature _____ Date _____

(Parent Notifications Revision Date: 07-20-2021)