

# IMPORTANT

## PARENT HANDBOOK

*Know Your Rights and Responsibilities*



**2008-2009**

Parent/Student Handbook

Fairfield-Suisun Unified School District

## **F O R E W O R D**

Dear Parents:

School districts across the State of California have an obligation to inform parents and students of specific rights and responsibilities of which they are entitled by California Education Code. A copy of the Education Code is available on the Internet at [www.leginfo.ca.gov/calaw](http://www.leginfo.ca.gov/calaw). Please read this Parent Handbook thoroughly and be aware of the laws and general guidelines under which you send your child to school.

School district personnel operate under a set of universal guidelines called the California Education Code (among other kinds of laws and procedures.) There is a direct link between student achievement and parental involvement in the school system. Gaining knowledge about your child's educational environment is a step in making that linkage come alive.

Please visit you child's school, become and remain involved in your child's school, and have your child actively participate in the various educational opportunities that are available in the district.

Welcome to a new school year!

FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT

**Know Your Rights**

PLEASE SIGN AND RETURN TO YOUR STUDENT'S SCHOOL

THANK YOU

Dear Parent/Guardian:

Please read this handbook and return this page to your child's teacher or principal with your signature. Thank you.

1. I have read the 2008-2009 Parent/Student Handbook.
2. I make the following request(s) relative to my rights as indicated in this handbook.
3. I wish to specifically exclude my child from such activity as prescribed by law as found in **Section B** and/or **Section C** on page 5 of this Handbook.

Law/Education Code	Topic

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

School: \_\_\_\_\_

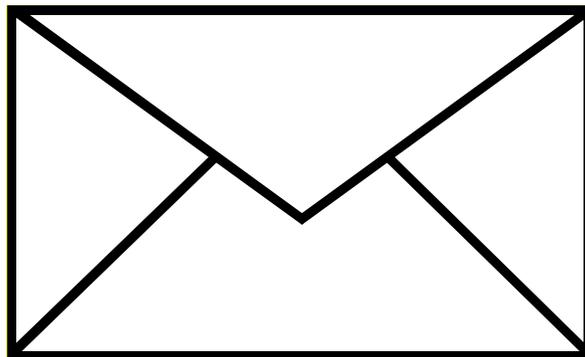
Teacher: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Please fold here and return  
this page to your child's school.**



***Thank You***

**Section B: Procedural Exemptions that Parents May Exercise**

<b>Law/Education Code</b>	<b>Topic</b>
Section 49451	<p><b>Parents refusal to consent to a student's physical examination</b>            A child may be exempt from physical examinations whenever the parents file 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.</p>
Health and Safety Code 120375	<p><b>Immunizations prior to enrollment</b>            (a) The governing authority of each school or institution included in Section 120335 shall require documentary proof of each entrant's immunization status. The governing authority shall record the immunizations of each new entrant in the entrant's permanent enrollment and scholarship record on a form provided by the department. The immunization record of each new entrant admitted conditionally shall be reviewed periodically by the governing authority to ensure that within the time periods designated by regulation of the department he or she has been fully immunized against all of the diseases listed in Section 120335, and immunizations received subsequent to entry shall be added to the pupil's immunization record. (b) The governing authority of each school or institution included in Section 120335 shall prohibit from further attendance any pupil admitted conditionally who failed to obtain the required immunizations within the time limits allowed in the regulations of the department, unless the pupil is exempted under Section 120365 or 120370, until that pupil has been fully immunized against all of the diseases listed in Section 120335.</p>
Health and Safety Code 124085	<p><b>Child health and disabilities prevention program</b>            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.</p>
Sections 49455	<p><b>Vision appraisal</b>            The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 8<sup>th</sup> grade. The appraisal shall include tests for visual acuity 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 or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision.</p>
Section 49451 and 49452.5	<p><b>Scoliosis screening notice</b>            In addition to the physical examinations required pursuant to Sections 208, 321 and 323.7 of the Health and Safety Code, the district is required to provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.</p>
Section 46014	<p><b>Regulations regarding absences for religious purposes</b>            Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination, which shall be in addition and supplementary to the instruction in manners and morals required elsewhere in this code.</p>
Section 49073	<p><b>Release of student directory information</b>            The district also makes student directory information available in accordance with state and federal laws. This means that each student's name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers or the news media). 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.</p> <p><i>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.</i></p>
Section 49073.5	<p><b>Providing student information to military recruiters</b>            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.</p>

**Section C: Instructional Exemptions that Parents May Exercise**

<b>Law/Education Code</b>	<b>Topic</b>
Section 32255	<p><b>Right to refrain from harmful or destructive use of animals</b>            Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.</p>
Section 51240	<p><b>Excuse from health, family life, and sex education instruction due to religious beliefs</b>            Upon written request of a parent, students shall be excused from the part of any school instruction in health if it conflicts with the religious training and beliefs of a parent, including personal moral convictions.</p>
Section 51550	<p><b>Sex education courses</b>            Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV/AIDS 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. You will be notified prior to the commencement of any such instruction as to whether the instruction will be taught by district personnel or by outside consultants in class or during an assembly. A copy of the law pertaining to such instruction is available upon request from the district. You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education. The law also authorizes the district 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 about the student's attitudes concerning or practices relating to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate.</p>

## **PREFACE**

The purpose of this handbook is to provide general guidelines and information concerning the rights and responsibilities of students, parents, and the schools in the Fairfield-Suisun Unified School District. Implementation of these guidelines requires the cooperation and understanding of everyone involved in the educational process. Hopefully, this document will be helpful in assuring a successful, productive educational experience for all students.

The Governing Board of any school district shall not prescribe rules inconsistent with law or with the rules prescribed by the State Board of Education for the government and discipline of the schools under its jurisdiction (Education Code Section 35291).

## **DISTRICT MISSION AND BELIEFS**

“Our Mission is to provide a Quality Educational System that Assures Opportunities for Every Student to Learn and Meet the Challenges of the Future”

We Believe...

- All students are capable of achieving excellence through hard work and persistence.
- All students must be challenged to meet the highest educational and behavioral standards.
- All students have inherent value and deserve to be members of classrooms and schools that affirm their worth.
- All students have the right to be served by competent and caring adults who are provided the resources and the professional development to meet clear performance criteria.
- All students benefit from positive communication and healthy relationships among members of the school community.
- All students are inspired by a positive image of our school system.
- All students deserve the close involvement of parents/guardians in their education.
- All students are to be regularly assessed for continuous learning and are due educational programs that are evaluated for their effectiveness.

## **WHERE TO SEEK HELP OR ASSISTANCE**

If you have concerns regarding any matter directly related to a situation in a classroom, it is essential that you speak first to the teacher. If you believe your concern is not resolved after a discussion with the teacher, you should then request to discuss the concern with the principal or, in some situations, the appropriate assistant principal. In the event your concern is still not resolved, it would be appropriate to discuss the situation with a district-level administrator by phone or in person.

There might be instances when a concern does not originate at the classroom or school level. In such an instance, you should inquire at the district office as to which district-level administrator could best work with you to resolve your concern. The district office telephone number is 399-5000 and offices are located at 2490 Hilborn Road, Fairfield.

California Public Schools are governed by a combination of laws. References to state law indicated in this handbook can be found in three locations: Education Code (E.C.), Penal Code (P.C.), and Health and Safety Code.

## **WE TIP HOTLINE**

If you have information regarding theft or any major crime taking place on school property, please call 1-800-782-7463 or contact [www.wetip.com](http://www.wetip.com). You can remain anonymous. There is up to a \$1,000 reward. **Se Habla Español.**

## **ADDITIONAL INFORMATION**

For more information regarding the district, please check the District website at: [www.fsusd.k12.ca.us](http://www.fsusd.k12.ca.us)

All district Board Policies and Administrative Regulations can be viewed at <http://www.gamutonline.net>. The login is “public” and the password is “fsusd”.

## DISTRICT ADMINISTRATION

Main Information Line	399-5000
Superintendent	399-5009
Assistant Superintendent, Educational Services	399-1245
Assistant Superintendent, Business Services	399-5123
Assistant Superintendent, Human Resources	399-5147
Director, Facilities and Operations	399-5032
Department of Curriculum and Assessment	399-5059
Department of Elementary Education	399-5049 or 399-5031
Department of Food Services	399-5011
Department of Information Services	399-1200
Department of Instructional Support Services	399-5051
Department of Maintenance	425-6494
Department of Secondary Education	399-5131
Department of Special Education	399-5072
Department of Transportation	421-4246

## SCHOOL DIRECTORY

<u>SCHOOL</u>	<u>TELEPHONE</u>	<u>SCHOOL</u>	<u>TELEPHONE</u>
Armijo High	(9-12) 422-7500	Mary Bird Community Day	(K-12) 421-4200
(Amy ) Blanc Elementary	(K-5) 421-4100	(Nelda) Mundy Elementary	(K-6) 863-7920
(Anna) Kyle Elementary	(K-6) 421-4105	Oakbrook Elementary	(K-6) 863-7930
Bransford Elementary	(K-6) 421-4110	(H. Glenn) Richardson Elementary	(K-6) 421-4190
Cordelia Hills Elementary	(K-6) 864-1905	Rodriguez High	(9-12) 863-7950
Crescent Elementary	(K-5) 435-2771	Rolling Hills Elementary	(K-6) 399-9566
Crystal Middle	(6-8) 435-5800	(Dan O.) Root II Elementary	(K-6) 421-4240
Dover Middle	(6-8) 421-4145	Sem Yeto Continuation*	(9-12) 421-4271
Fairfield High	(9-12) 422-8672	(E. Ruth) Sheldon Elementary	(K-6) 421-4150
Fairfield-Suisun Adult	421-4155	Suisun Elementary	(K-6) 421-4210
Fairview Elementary	(K-6) 421-4165	Suisun Valley Elementary	(K-8) 421-4338
(Cleo) Gordon Elementary	(K-6) 421-4125	(Charles) Sullivan Middle	(7-8) 421-4115
Grange Middle	(7-8) 421-4175	Tolenas Elementary	(K-6) 421-4350
Green Valley Middle	(7-8) 646-7000	(David) Weir Elementary	(K-6) 399-3300
(K.I.) Jones Elementary	(K-6) 421-4195	(B. Gale) Wilson Elementary	(K-8) 421-4225
Laurel Creek Elementary	(K-5) 421-4291	Independent Study	(K-12) 399-5006

\*Must be at least 16 years of age to attend  
(Please call school to obtain a student calendar. The school calendars are also available on the District Website at [www.fsusd.k12.ca.us](http://www.fsusd.k12.ca.us))

## NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (Board Policy 0410)

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act. The Superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities, and activities available to them.

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, note takers, written materials, taped text, and Braille or large-print materials.

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification shall be given prior to the school-sponsored function, program, or meeting.

The Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin, catalog, application form or other recruitment materials distributed to these groups. The Superintendent/designee shall also provide information about related complaint procedures.

# KNOW YOUR RIGHTS AND RESPONSIBILITIES

Following are the pertinent California Education Code Sections, Board Policies, and Health and Safety Code Sections. Please read these laws and procedures very carefully.

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 32390, 35291, 46014, 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.

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).

**Parents are encouraged to meet with their child's teacher(s) or principal regarding any curricular or personal issue that parents feel are in the best interests of their child's education. The district encourages all parents to read, review, and, if necessary, provide input regarding this document.**

## 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. 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.

### **BEHAVIORAL GUIDELINES**

Student Rights - Due Process - All students are entitled to due process. There are certain procedures which school officials must follow prior to taking disciplinary action. Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, a more detailed description of due process procedures will be provided. Under certain circumstances, a student/guardian has the right to notice and an opportunity to be heard.

Student Discipline - Parents in the Fairfield-Suisun Unified School District may request a school-level Standards of Student Behavior Handbook from the local school. The handbook reflects the discipline standards established by the district, as well as specific discipline guidelines that apply to each school in the district. In the handbook, you will find reference to: (1) Student Responsibilities, (2) Parent Responsibilities, (3) Teacher Responsibilities, (4) Principal, Superintendent, or Governing Board Responsibilities. On the following pages, you will find discipline charts for grades K-5/K-6, 6-8, and 9-12. These charts address most problem areas of student discipline, along with the range of disciplinary measures, which may be taken to correct unsatisfactory behavior.

Suspension/Expulsion - The school principal, or the principal's designee, has the right to suspend a student for a period of up to five days and is required to notify the student's parents. Teachers have a right to suspend a student from the class for the remainder of the day and the next day. In all cases involving a possible school suspension, except for an emergency situation, the administrator must conference with the student prior to reaching a final decision.

The principal or teacher suspending a student shall attempt to discuss the suspension with the parent or guardian via conference or telephone at the time such action is taken (E.C. §48911(d)). In all suspensions, a written suspension

notice must be presented or mailed to the parent or guardian within 24 hours of the beginning of the suspension. In no instance of suspension shall a student be released from school during the hours schools is in session unless the school is authorized to do so by the parent or guardian, or if the student is removed from the school by authorized law enforcement personnel in the course of their official duties. No elementary student shall be sent home during the hours that school is in session unless the student is delivered to the parent or guardian or to an adult person designated by the parent or guardian.

The school principal has the right to recommend to the district superintendent that a student should be expelled (expulsion). An expulsion hearing will be conducted before the Expulsion Administrative Hearing Panel of the Fairfield-Suisun Unified School District.

Students designated as disabled under federal law are entitled to an IEP meeting or an SRT meeting, as appropriate, to determine the relationship, if any, of the disabling condition and the behavior resulting in continued suspension or a recommendation for expulsion.

Quasi Mandatory Recommendations for Expulsion - The principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds. On some occasions, the principal or superintendent may find that expulsion is inappropriate, due to the particular circumstance: (1) Causing serious physical injury to another person, except in self-defense. (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (4) Robbery or extortion. (5) Assault or battery upon any school employee.

Mandatory Recommendations for Expulsion - The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds: (1) Possessing, selling, or otherwise furnishing a firearm. (2) Brandishing a knife at another person. (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (4) Committing or attempting to commit sexual assault or battery. (5) Possession of an explosive.

All expulsions except mandatory expulsions require additional findings of fact prior to the Governing Board decision to expel.

"Knife" means any knife regardless of the length of the blade, any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

If the student has violated a district rule and is subject to expulsion, both the student and the parents will be formally notified. Part of the notification process will include detailed instructions regarding the due process procedure.

Notification of Law Enforcement Authorities - The principal of a school or the principal's designee shall, prior to the suspension or expulsion of any pupil, notify the appropriate law enforcement authorities of the county or city in which the school is situated, of any acts of the students which may violate Section 245 of the Penal Code (assault with weapon). The principal of a school or the principal's designee shall, within one school day after suspension or expulsion of any pupil, notify, by telephone or any other appropriate method chosen by the school, the appropriate law enforcement authority of the county or the school district in which the school is situated of any acts of the students which may violate the subdivision (c) or (d) of Section 48900 of the Education Code. Notwithstanding subdivision (b), the principal of a school or the principal's designee shall notify the appropriate law enforcement authorities of the county or city in which the school is located of any acts of a student that may involve the possession or sale of narcotics or of a controlled substance or a violation of Section 626.9 or 626.10 of the Penal Code. A principal, the principal's designee, or any other person reporting a known or suspected act described in subdivision (a) or (b) is not civilly or criminally liable as a result of any report authorized by this article unless it can be proven that a false report was made and that the person knew the report was false or the report was made with reckless disregard to the truth or falsity of the report. Assault and battery committed on school property during school hours when school activities are being conducted shall be reported to law enforcement authorities. A peace officer may without warrant arrest the person who commits the assault or battery. (Penal Code 243.5)

Exclusion/ Exemption of Students From School - A student may be denied the opportunity to attend school because of the student's filthy or vicious habits is such as to cause their attendance to be inimical to the welfare of other students.

Exemption: Students may be exempt from attendance at school for the following reasons

1. Students whose physical or mental condition is such as to prevent or render inadvisable attendance at school.
2. Students in an approved (licensed) full-time private day school.
3. Students not attending a private full-time day school and who are being instructed in study and recitation for at least three hours a day for 175 days each calendar year by private tutor or other person in the several branches of study required to be taught in California public schools and in the English language shall be exempted. The tutor or other person shall hold a valid state credential for the grade taught. Instruction shall be offered between the hours of 8:00 a.m. and 4:00 p.m.
4. Students who are mentally gifted and are being instructed in a private full-time day school where all or part of the courses of instruction are taught in a foreign language.

Electronic Signaling Devices - Electronic signaling devices, including cell phone use, are addressed in AR 5131. Contact the school site for a copy.

Possession of Firearms or Other Dangerous Weapons - Any person who brings or possesses any dirk, dagger, ice pick, knife having a blade longer than 2-1/2 inches, folding knife with a blade that locks into place, a razor with an unguarded blade, a taser, or a stun gun, as defined in subdivision (1) of Section 244.5, any instrument that expels a metallic projectile such as a BB or a pellet, through the force of air pressure, CO<sub>2</sub> pressure, or spring action, or any spot marker gun, upon the grounds of, or within, any public or private school providing instruction in kindergarten or any of grades 1 through 12, inclusive, is guilty of a public offense, punishable by imprisonment in the county jail not exceeding one year, or by imprisonment in the state prison.

**\*\*\*Definition of Dangerous Weapons:** Weapons are defined as any firearm, B.B. gun, pellet gun, paint gun, any knife regardless of the length of the blade, explosive, or other dangerous object capable of inflicting physical injury not necessary for the academic purpose of the pupil. Weapons also include injurious objects specified in Section 653K, 12001, 12020, and 12220 of the Penal Code.

Student Searches - A student's outer attire, personal property, vehicle or school property including books, desks, and school lockers may be searched by a principal or his/her designee when there is reason to believe the student possesses illegal items or illegally obtained items. These may include illegal substances, drug paraphernalia, weapons, or other objects or substances, which may be injurious to the student or others

Teachers Can Require Attendance of Parent or Guardian of Suspended Student - Teachers may require that parents or guardians of students suspended for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying authority attend a portion of a school day in his or her child's classroom.

District Drug Education Program - The Fairfield-Suisun Unified School District offers a comprehensive drug education program for students through its participation in the state Safe & Drug Free Schools Program. Parents should contact the school principal to obtain information pertaining to the drug education program at a specific school.

School District Jurisdiction Relating to Student Behavior - A student may be suspended or expelled for acts which relate to school activity or attendance which occur at any time including, but not limited to, any of the following: (Education Code 48900 (P))

- While on school grounds.
- While going to or from school.
- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school-sponsored activity (Education Code Section 48900).

Definitions Related to Student Discipline

**Arson:** Starting a fire for the purpose of damaging or destroying the property of another.

**Battery:** Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability, or any intentional display of force that gives the victim reason to fear or to expect immediate bodily harm.

**Battery:** Unlawful application of force to the person of another.

**Bomb Threat:** A communicated intent to inflict physical or other harm on any person or property through use of an explosive device.

**Burglary:** Entering a secured structure for the purpose of committing a crime therein.

**Extortion:** The obtaining of property of another induced by wrongful use of actual or threatened force, violence, or fear, or under color official right.

**Hazing:** Any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person.

**Mutual Combat:** A forcible encounter between two or more consenting persons, as in a fight.

**Robbery:** The taking of the property of another from his person or immediate presence, and against his will, through the use of force or fear.

**Sexual Harassment** Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting under any of the following conditions: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

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

**Administrative Regulation 5132, Dress and Grooming** - The following directive should give guidance to administrators, teachers, students, and parents in adhering to the Student Dress and Grooming Policy.

It is the responsibility of the parent/guardian to see that a student is acceptably dressed for attending school. The student should dress in a manner which abides by community and school standards. Attention should always be given to neatness, cleanliness, and safety. Dress should also avoid extremes that bring undue attention to the student, and in doing so, disrupt the educational process.

1. Hats

In accordance with Senate Bill 310, students are allowed to wear protective sun clothing, including hats, for outdoor use during the school day. Any hat worn under this provision must be a "bucket" style hat (for example, a fisherman's hat.) It must be beige in color. All protective sun clothing must meet with the approval of the site principal or designee.

2. Shirts/Blouses/Tops/T-shirts

- All shirts and blouses must cover midriff, back, sides, and all undergarments, including bras, at all times
- No exposed waist, hips, midriff, or chest
- No halter tops, strapless tops, spaghetti straps, see-through tops, backless tops, tube tops, or low-cut tops
- Tank top straps must be at least two inches wide

3. Skirts/Dresses/Shorts
  - Skirts, dresses, and shorts must be at least fingertip length
  - Skirt slits must be mid-thigh or lower
4. Pants
  - All trousers, pants, or shorts must totally cover undergarments, including thong underwear and boxer shorts
  - Pants must be worn on the waist or hips - no sagging allowed
5. Footwear
  - Shoes must be worn at all times
  - No Heelys (skate shoes) allowed unless the wheels have been removed
  - No flip-flops
  - No bedroom slippers
  - No cleats in the classroom
6. Prohibited clothing items
  - No form fitting leotard/spandex type clothing (including sports bras) unless proper clothing covers it
  - No clothing which exposes private body parts
  - No sleepwear
  - No visible undergarments (bras, underwear, thongs, boxer shorts)
  - No bathing suits
  - No large, long and/or heavy chains
  - No studded accessories
  - No clothing, backpacks, notebooks, patches, buttons, jewelry, or arm bands with letters, pictures, or insignias that contain racial, ethnic, or religious slurs, are profane, vulgar, sexually suggestive, or advertise alcohol, tobacco products, or drugs
  - No clothing suggestive of gang or drug culture
7. Safety is always a concern, and teachers of activity classes where long hair and loose fitting clothing present a possible safety hazard may require that safety measures be taken. This may include wearing hairnets, shop coats, and tying hair back or other appropriate measures necessary to assure student safety. Because of the vigorous physical activities experienced at the elementary school level, sandals, flip-flops, and clogs are inappropriate in kindergarten through sixth grade.
8. Athletic coaches or other teachers of classes or activities that represent the school may require more specific dress than those specified in this directive.
9. The Governing Board and district staff desire to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate or engage in drug use, violence, or disruptive behavior. Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on or about school grounds, or which disrupt the school environment are harmful to and interfere with the educational process.

Any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group as described above, or any attempt to create territorial control at any district facility is hereby prohibited. The site administrator may prohibit specific clothing, which is determined by the school district or school site to be gang-related or inappropriate apparel.

- a. Any student wearing or carrying overt gang paraphernalia or clothing, or making gestures that symbolize gang membership, shall be referred to the principal/designee. The student's parent/guardian shall be contacted, and the student sent home to change clothes if necessary.
- b. In order to refrain from giving gangs publicity, any gang graffiti shall be quietly removed, washed down, or painted over as soon as possible, preferably by those responsible for creating the problem. Prior to removal, graffiti will be photographed for interpretation.
  - (1) Daily checks for graffiti shall be made throughout the campus, including restroom walls and doors.
  - (2) Graffiti shall be photographed before it is removed. These photographs will be shared with local enforcement authorities and used in future disciplinary or criminal action against the offenders.

The enforcement of the district dress standards is the responsibility of classroom teachers and school administrators. Each parent and student shall be made aware of the school dress code through distribution of appropriate written material. It is expected that few problems will arise if students and parents are aware of the rules. Regular office referral procedures will be used in enforcing these rules.

**ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1):** 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 classes. Employers may not discriminate against parents who are required to comply with this requirement.

**SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917):** Each district is required to have adopted a written policy on sexual harassment and to display such policies in a prominent location and include it in orientation for employees and students. The district will not tolerate sexual harassment activity by any of its employees, students, or other persons coming onto school grounds. Refer to Administrative Regulation 5145.7.

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

### SCHOOL RECORDS AND ACHIEVEMENT

**PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §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; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students").

Parents, or an eligible student, may review individual records by making a request to the principal. 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 within 5 business days of the request. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer, the parent or eligible student may review, receive a copy (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 §1232(g)).

**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.

**HIGH SCHOOL EXIT EXAM (EC §§48980(e) and 60850):** Commencing with the 2005-2006 school year (extended by the State pursuant to EC §60859), pupils completing the 12<sup>th</sup> grade will be required to successfully complete the high school exit exam. The exam may not be administered to students not receiving adequate notice.

### HEALTH SERVICES

**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 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 supplemental educational services pursuant to the federal No Child Left Behind Act.

**COMMUNICABLE DISEASES (EC §49403):** The district is authorized to administer immunizing agents to pupils whose parents have consented in writing, to the administration of such immunizing agent.

**MEDICATION (EC §49423):** 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 upon the school's receipt of specified written confirmation and authorization from the student's parent and 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 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 page 21). 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 provide for the use of sunscreen by students during the school day by an established policy.

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

**USE OF PESTICIDES (EC §§17612, 48980.3 and FDA §13184):** School districts are required to inform parents about the use of pesticides on school grounds. The district will ensure that only trained and licensed staff designated by the IPM coordinator will apply pesticides on school property in a safe and professional manner in order to maintain a safe and healthy school environment for all students and staff. The district will distribute to staff and parents who request notification (sent by way of students) of the Pesticide Application 72-Hour Notification notice prior to application of pesticide treatment. For a list of all pesticides used, call the Maintenance Department at 425-6494. Information can also be obtained at: <http://www.cdpr.ca.gov/docs/label/labelque.htm>.

**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 §35294.95):** The District is required to notify the State Department of Education by October 15<sup>th</sup> of schools that are not in compliance with school safety plan laws.

## STUDENT SERVICES

**MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000):** Children who will have their 5th birthday on or before December 2 of the school year shall be admitted to kindergarten at the beginning of that school year. Students turning 5 after December 2 but during the school year may be admitted with informed parent consent subject to board approval.

**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 reasonable fee not to exceed the actual copying cost.

**ENGLISH LANGUAGE EDUCATION (EC §310):** State law requires that all students be taught in English to learn English. However, this requirement may be waived by parents with prior written informed consent, which shall be provided annually, under specified circumstances. See your school principal for further information.

**HOMEWORK:** The Homework Board Policy 6154 and Administrative Regulation 6154 will be available for review on the district website in August 2008. Please contact the Curriculum and Instruction Department at 707-399-5059 for assistance.

**INTERVIEWING AND PHOTOGRAPHING STUDENTS:** From time to time, the media may wish to interview or photograph students when covering educational events at school. We want you to be aware that your child could be interviewed or photographed in such situations. Please notify your principal in writing if you do not want your child to have such contact with the media.

The District occasionally places photographs of students without any personally identifiable information attached to the photograph on its websites. These photos may be easily recognizable close-up or small group images, or less-discernable large group photos. Parents/guardians who do not want an easily recognizable image of their child to be placed on district websites may notify their principal in writing that they do not want their child's easily recognizable image posted on district websites.

**STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS (EC §48980(I)):** State funds may be available to cover the costs of advanced placement examination fees pursuant to EC §52244.

**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 districts to annually notify disabled pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.)
2. Has a record of such impairment, or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Fairfield-Suisun Unified School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school district. The school district has the specific responsibility under the Act, which includes the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school district, s/he has the right to a hearing with an impartial hearing officer.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent/guardian the right to:

- (1) Inspect and review his/her child's records;
- (2) Make copies of these records;

- (3) Receive a list of all individuals having access to those records;
- (4) ask for an explanation of any item in the records;
- (5) Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- (6) A hearing on the issues if the school refuses to make the amendment.

**STATEMENT OF NONDISCRIMINATION (Title VI Civil Rights Act of 1964):** The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, or disability. This policy 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.

#### **NON-RETALIATION POLICY**

The district will ensure that students are not adversely affected for having brought forward a charge of discrimination or sexual harassment, testified, assisted, or participated in any manner in an investigation proceeding or hearing. Violations of this non-retaliatory policy by an employee are cause for disciplinary action, up to and including termination.

**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:** 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 / AIDS EDUCATION**

**EC§51550.** No governing board of a public elementary or secondary school may require pupils to attend any class in which human reproductive organs and their functions and processes are described, illustrated, or discussed, whether such class be part of a course designated "sex education" or "family life education" or by some similar term, or part of any other course which pupils are required to attend.

If classes are offered in public elementary and secondary schools in which human reproductive organs and their functions and processes are described, illustrated, or discussed, the parent or guardian of each pupil enrolled in such class shall first be notified in writing of the class. Sending the required notice through the regular United States mail, or any other method which such local school district commonly uses to communicate individually in writing to all parents, meets the notification requirements of this paragraph.

Opportunity shall be provided to each parent or guardian to request in writing that his/her child not attend the class. Such requests shall be valid for the school year in which they are submitted but may be withdrawn by the parent or guardian at any time.

No child may attend a class if a request that he/she not attend the class has been received by the school.

Any written or audiovisual material to be used in a class in which human reproductive organs and their functions and processes are described, illustrated, or discussed shall be available for inspection by the parent or guardian at reasonable times and places prior to the holding of a course which includes such classes. The parent or guardian shall be notified in writing of his/her opportunity to inspect and review such materials.

This section shall not apply to description or illustration of human reproductive organs which may appear in a textbook, adopted pursuant to law, on physiology, biology, zoology, general science, personal hygiene, or health.

Nothing in this section shall be construed as encouraging the description, illustration, or discussion of human reproductive organs and their functions and processes in the public elementary and secondary schools.

The certification document of any person charged with the responsibility of making any instructional material available for inspection under this section or who is charged with the responsibility of notifying a parent or guardian of any class conducted within the purview of this section, and who knowingly and willfully fails to make such instructional material available for inspection or to notify such parent or guardian, may be revoked or suspended because of such act. The certification document of any person who knowingly and willfully requires a pupil to attend a class within the purview of this section when a

request that the pupil not attend has been received from the parent or guardian may be revoked or suspended because of such act.

#### **SCHOOL ATTENDANCE / ATTENDANCE ALTERNATIVES**

California law (EC §48980(i)) 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 in 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:**

Parents desiring information on school attendance boundaries should contact any school in the District or go to the District's attendance boundary website at <http://www.fsusd.k12.ca.us/home/servlet/AttendanceAreaMultiPage>.

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.
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- 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. The school board of a district that decides to become a "district of choice" must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a "random and unbiased" process, which generally means a lottery process. 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. 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.
- 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.
- Siblings of students already attending school in the "district of choice" must be given transfer 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.

**Option 2: Other Interdistrict Transfers (EC §§46601.5 through 46611):**

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. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

- Both the school district a parent is requesting a transfer to and the one a parent is transferring from are encouraged to take into consideration the childcare needs of the student. If the transfer is approved based on childcare needs, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12<sup>th</sup> grade, subject to certain conditions.
- 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(f):** If this statute is reenacted by the State Legislature, the law will provide that if one or both parents of an elementary school student are employed in the boundaries of a school district other than the one in which they live, the student may be considered a resident of the school district in which his/her 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(f) 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 is determined that there would be a negative impact on the district.
- 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.

*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 establish alternative school programs in each district.

**EXCUSED ABSENCES (EC §48205):** Students may be absent for justifiable reasons and may complete missed assignments.

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

- (1) Due to his or her illness.
- (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 his or her 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.
- (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 religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(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 thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC**

**§48980(k):** No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 for missed assignments/tests that can reasonably be provided/completed. (*See EC §48205*)

**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 start of school. School calendars are available at the district office or on the district website at [http://www.fsusd.k12.ca.us/information/school\\_calendar\\_07\\_08.pdf](http://www.fsusd.k12.ca.us/information/school_calendar_07_08.pdf).

**MISCELLANEOUS****EMERGENCY PROCEDURES AND MESSAGING**

Each school follows district-wide emergency and disaster response regulations and procedures. Each school also has an individualized specific safety plan. The district disaster regulations may be viewed online at [www.fsusd.k12.ca.us](http://www.fsusd.k12.ca.us).

Schools use a variety of means to contact parents/guardians, such as flyers, email and home/work/mobile telephone numbers. Please indicate in writing to your school's principal if you do not wish to be contacted for emergency and/or non-emergency notifications by any of these methods.

**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.

(**EC§51513**): No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians'

beliefs and practices in sex, family life, morality, and religion, shall be administered to any pupil in kindergarten or grades 1 to 12, inclusive, unless the parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take this test, questionnaire, survey, or examination.

**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.

**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. See Board Policy and Administrative Regulation 5131.6.

**USE OF TRAINED DOGS (BP 5145.12(b)):**In an effort to keep the schools free of drugs, the district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff any person. The above inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/guardians shall be informed of this policy at the beginning of each school year.

**STUDENT PERSONAL ITEMS ON CAMPUS:** Students bringing personal items to school are responsible for the care and safekeeping of such property. The district shall not be responsible for damage, loss, or theft of such property.

**ACCESS TO INTERNET AND ONLINE SITES (EC §48980(i)):** Districts are required to notify parents of policies pertaining to Internet and online access.

**CLOSED CAMPUS:** All K-12 comprehensive schools in the Fairfield-Suisun Unified School District are closed campuses. Students are permitted to leave campus during normal class time only with the authorization of the site administrator.

**TRANSPORTATION:** The Fairfield-Suisun Unified School District provides transportation for students in selected schools or programs. Students are expected to conduct themselves in an orderly manner at bus stops and while being transported in school buses. The Transportation Department follows all district discipline guidelines. School bus drivers will not allow the behavior of any student to become a safety hazard. Unsatisfactory student conduct will result in the issuance of citations and possible denial of bus-riding privileges. Students will not be permitted to get on or off the bus at a stop other than their own unless they have a written request from their parent/guardian approved by the school principal or designee.

The district will charge a fee for those students riding the bus, with the following exceptions:

- Students who qualify for free or reduced-cost transportation.
- Students in Special Education with an IEP recommendation.
- Students who must attend a school outside their own attendance area due to lack of space at the home school.

**FIELD TRIPS:** Field trips are a part of the instructional program. Parents are notified in advance of destination, date, and time. Signed parent permission is required for student participation. Private vehicles used to transport students shall be designed for passenger service only and not be filled over the vehicle's rated capacity including the driver. Before approval is granted to use private vehicles, the principal shall determine the following:

1. The driver of the vehicle is at least 25 years of age or an employee of the Fairfield-Suisun Unified School District.
2. The driver possesses a valid driver's license.
3. The vehicle is insured with a minimum of \$100,000 bodily injury for each individual, and \$300,000 total for any one accident. The vehicle should be insured for a minimum of \$50,000 in property damage liability. Vehicle certification form 501-1-904 must be completed by driver and kept on file in the school office for a period of 60 days following conclusions of trip.
4. The owner of the vehicle and driver or both understand that the vehicle will be primary and will first apply in the event of an accident.
5. A signed parent/guardian permission form has been received, prior to the date of the trip, for each student to be transported.

**VISITORS' RESPONSIBILITIES RELATING TO CONDUCT ON CAMPUS:** Parents, guardians, and other adults are invited to visit schools in the Fairfield-Suisun Unified School District. In the interest of student welfare and security, all adults who come on a school campus must first sign in at the

school office. (Penal Code Section 2670) Laws pertaining to incidents of adults coming on a school campus and exhibiting unacceptable behavior are strictly enforced.

Any adult over 16 years of age who is not a student of the school who comes on the school grounds and willfully interferes with the discipline, good order, lawful conduct, or administration of any class or activity of the school with the intent to disrupt, obstruct, or inflict damage to property or bodily injury is guilty of a misdemeanor (Education Code Section 44810). Any parent, guardian, or other person who substantially disrupts class work or extra-curricular activities, or in some way creates substantial disorder, is guilty of a misdemeanor (Education Code Section 44811).

When a person threatens a school employee, or causes or attempts to cause an employee to do, or refrain from doing, any act in accordance with their duties, the person who makes such a threat is guilty of a public offense. If convicted, the person can be fined up to \$10,000 and/or be imprisoned in the state prison for up to three years or in the county jail for up to one year (Penal Code Section 71). Assault or battery committed on school property can result in the arrest, without warrant, of the person who commits the assault or battery (Penal Code Section 243.5).

**NO CHILD LEFT BEHIND ACT OF 2001 (20 USC §§6301:** Under the NCLB, 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 s/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 s/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. Districts 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 is not highly qualified.

**Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

**Limited English Proficient Students:** The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, 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 limited English proficient students.

**Program Improvement Schools:** Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice and supplemental instruction.

**Non-Release of Information to Armed Forces Recruiters:** Upon written request, parents may direct that their student's name, address and telephone listing not be released with out prior written parental consent.

*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 No Child Left Behind Act shall be sent separately*

**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.

#### OTHER POLICIES

##### ESEA Section 1111 (14) (D) State To Collect Effective Parent Involvement Practices

PARENTAL INVOLVEMENT - Each State plan shall describe how the State educational agency will support the collection and dissemination to local educational agencies and schools of effective parental involvement practices. Such practices shall-

- (1) Be based on the most current research that meets the highest professional and technical standards, on effective parental

involvement that fosters achievement to high standards for all children; and

- (2) Be geared toward lowering barriers to greater participation by parents in school planning, review, and improvement experienced.

**ESEA Section 1111 (6) (A) Parent Right To Receive Information From School About The Professional Qualifications Of Any Teacher Or Instructor Of Their Children**

(6) PARENTS RIGHT-TO-KNOW

(A) QUALIFICATIONS - At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents 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, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

**ESEA Section 1111 (6) (B) Parent Right To Individual Student Reports On Statewide Assessments That Qualify For Title I Funds**

(B) ADDITIONAL INFORMATION - In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent-

- (i) Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
  - (ii) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- (C) FORMAT - The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**ESEA Section 1112 (B) (1) (D) Parents To Be Consulted In Development Of Local Title I Plan**

A description of the strategy the local educational agency will use to coordinate programs under this part with programs under Title II to provide professional development for teachers and principals, and, if appropriate, pupil services personnel, administrators, parents and other staff, including local educational agency level staff in accordance with Sections 1118 and 1119;

**ESEA Section 1112 (G) 1 Rights Of Limited English Proficient Parents Under Title 3 Of ESEA, Notice, Waiver Of Program, Information**

(g) PARENTAL NOTIFICATION-

(1) IN GENERAL

- (A) NOTICE - Each local educational agency using funds under this part to provide a language instruction educational program as determined in part C of title III shall, not later than 30 days after the beginning of the school year, inform a parent or parents of a limited English proficient child identified for participation or participating in, such a program of-
- (i) The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
  - (ii) The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
  - (iii) The methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use English and a native language instruction;
  - (iv) How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
  - (v) How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
  - (vi) The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate

of graduation from secondary school for such program if funds under this part are used for children in secondary schools;

- (vii) In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
- (viii) Information pertaining to parental rights that includes written guidance detailing-

- (aa) The right that parents have to have their immediately removed from such program upon their request; and
  - (bb) The options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
- (II) Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.
- (B) SEPARATE NOTIFICATION - In addition to providing the information required to be provided under paragraph (1), each eligible entity that is using funds provided under this part to provide a language instruction educational program, and that has failed to make progress on the annual measurable achievement objectives described in section 3122 for any fiscal year for which part A is in effect, shall separately inform a parent or the parents of a child identified for participation in such program, or participating in such program, of such failure not later than 30 days after such failure occurs.
- (2) NOTICE - The notice and information provided in paragraph (1) to a parent or parents of a child identified for participation in a language instruction educational program for limited English proficient children shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parent can understand.
- (3) SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR - For those children who have not been identified as limited English proficient prior the beginning of the school year, the local educational agency shall notify parents within the first 2 weeks of the child being placed in a language instruction educational program consistent with paragraphs (1) and (2).
- (4) PARENTAL PARTICIPATION - Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how the parents can be involved in the education of their children, and be active participants in assisting their child to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging State academic achievement standards and State academic content standards expected of all students, including holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part.
- (5) BASIS FOR ADMISSION OR EXCLUSION - A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

**ESEA Section 1114 (1) (D) Professional Development To Help School Help All Children To Meet Academic Standards To Include Parents When Appropriate**

- (1) IN GENERAL - A school-wide program shall include the following components: In accordance with Section 1119 and Subsection (a) (4), high-quality and ongoing professional development for teachers, principals, and paraprofessionals and, if appropriate, pupil services personnel, parents, and other staff to enable all children in the school to meet the State's student academic achievement standards.

**ESEA Section 1116 (14) (C) (1) (B) Right To See Results Of State Review Of Progress Of Schools**

Publicize and disseminate to local educational agencies, teachers and other staff, parents, students, and the community the results of the State review, including statistically sound disaggregated results, as required by section 1111(b)(2).

**ESEA Section 1116 (6) Parent Right To Notification About Schools Identified For School Improvement**

- NOTICE TO PARENTS - A local educational agency shall promptly provide to a parent or parents (in an understandable and uniform format and, to extent practicable, in a language the parents can understand) of each student enrolled in an elementary school or a secondary school identified for school improvement under paragraph (1), for corrective action under paragraph (7), or restructuring under paragraph (8)-
- (A) An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency involved;

- (B) The reasons for the identification;
- (C) An explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- (D) An explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem;
- (E) An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- (F) An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child, in accordance with Subsection (e).

**ESEA Section 9528 (A) (2) Non-Release Of Information To Armed Forces Recruiters Upon Request Of Parents**

CONSENT- A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

**ESEA Section 9532 Unsafe School Choice Option**

Any student who has become the victim of a violent criminal offense while in or on the grounds of a public elementary or secondary school that the student attends will be offered an opportunity to transfer to a safe public school within the district. Generally, this offer to transfer should occur within 14 calendar days after it has been determined that a student has become the victim of a violent criminal offense at the school.

Parents will be notified if the state identifies a school as "persistently dangerous" and offer these students the opportunity to transfer to a safe public school in the district.

**Title 5, Education, Div. 1, Chapter 11, Subchapter 23. Defining Persistently Dangerous Public Elementary and Secondary Schools**

§ 11992. Provisions

(a) A California public elementary or secondary school is "persistently dangerous" if, in each of three consecutive fiscal years, one of the following criteria has been met:

(1) For a school of fewer than 300 enrolled students, the number of incidents of firearm violations committed by non-students on school grounds during school hours or during a school-sponsored activity, plus the number of student expulsions for any of the violations delineated in subsection (b) is greater than three.

(2) For a larger school, the number of incidents of firearm violations committed by non-students on school grounds during school hours or during a school-sponsored activity, plus the number of student expulsions for any of the violations delineated in Subsection (b) is greater than one per 100 enrolled students or a fraction thereof. (There are nine violations listed.)

**UNIFORM COMPLAINT PROCEDURES**

The Governing Board recognizes that the district is responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including 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 the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, childcare and development programs, child nutrition programs, and special education programs.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or

safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4). The complete policy is also available at the District Webpage or the District Office.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to, a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

**WILLIAMS COMPLAINTS**

Any individual, public agency, or organization may file a written complaint with the State Superintendent of Public Instruction or the Superintendent of this district alleging a matter which, if true, would constitute a violation of federal or state law or regulation governing this school district in general, including unlawful discrimination except as noted below. Specific matters covered under other laws shall be handled according to those laws, such as child abuse reporting, health and safety complaint in child development centers, employment discrimination, child nutrition programs, allegations of fraud, or Title IX (sex discrimination in programs). New California law provides that a district which had not chosen to become a "district of choice" prior to August 29, 2007, no longer has the option to do so. The Annual Notice to Parents has been modified to reflect this change.

Pursuant to California Education Code § 35186 you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade, are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

5. A complaint form may be obtained at the school office, district office, or downloaded from the district's website at [www.fsusd.k12.ca.us](http://www.fsusd.k12.ca.us). You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc/>.

**Procedure**

**A. General**

Any individual, public agency, or organization may file a written complaint alleging a matter, which, if true, would constitute a violation of federal or state law or regulation. This complaint is to be filed with the Superintendent of the school district or with the California Department of Education (CDE), Complaint Process Management Services, P.O. Box 944272, Sacramento 94244-2720. If the complainant sends the complaint to CDE, CDE will route, if it so determines, the complaint to the school district for

implementation of this local complaint procedure. The following compliance officer has been designated by the Superintendent to receive and investigate complaints and ensure district compliance with law:

Director of Curriculum and Assessment  
2490 Hilborn Road  
Fairfield, California 94534  
(707) 399-5059

## B. Administrative Procedures

### 1. Definitions

- a. "Parent" includes (1) a natural parent, (2) an adoptive parent, (3) a guardian, (4) a person acting as a parent, including foster parent, (5) the child, if of legal age and if not determined to be legally incompetent, or (6) a surrogate parent.
- b. "School District" or "Local Educational Agency" (LEA) means the Fairfield-Suisun Unified School District, its Governing Board, and its employees.
- c. "Student" means a person who is or was enrolled in school.
- d. "Superintendent" refers to the chief executive officer of the school district.
- e. "State Superintendent of Public Instruction" (SSPI) means the elected director of instruction of the State of California or a designee.
- f. "Complainant" is an individual, agency, or organization alleging a violation of a law or regulation by the school district.

### 2. Notification

- a. Each year in September, the Superintendent or designee notifies students, employees, and parents of local complaint procedures. The notice shall include the person(s) responsible for processing complaints. The notice shall be in English and, when necessary, in the primary language of the family and include a statement of the right to file a complaint, the procedures for filing such a complaint, and the complainant's right to appeal to the California Department of Education.

### 3. Receiving a Complaint

- a. Any individual, public agency, or organization may file a complaint alleging district noncompliance with the federal or state law or regulations in general, unlawful discrimination, or regarding special education and related services. Child abuse reporting, health and safety at child development programs, employment discrimination, child nutrition programs, allegations of fraud, and Title IX issues are handled under other procedures.
- b. The complaint must be filed within six (6) months of the conduct complained of or within six (6) months of the date on which complainant first obtained knowledge, in any manner, of the facts of the allegation. This time may be extended by written request to the SSPI. Retaliation for filing a complaint is prohibited by law.
- c. A complaint is filed in writing with the Superintendent or with the CDE if the complainant requests direct intervention of the CDE. An oral complainant is advised of his/her right to file a written complaint.
- d. If a complaint is erroneously sent to the CDE, it may be forwarded to the school district for action according to the school district complaint procedure process.
- e. If it falls within one of the following criteria, the CDE handles the complaint without waiting for school district action:

1. When the complaint includes information indicating the local education agency (LEA) has failed or refused to implement the local level complaint procedures and this is verified by the CDE.
2. When the complaint alleges and facts indicate the complainant will suffer an immediate loss of some benefit if CDE does not intervene.
3. If the complainant requests anonymity and presents clear and convincing evidence and CDE verifies that he/she would be in danger of retaliation if a complaint were filed locally or has been retaliated against because of past or present complaints.
4. When the complaint includes information indicating the LEA has failed or refused to implement a final decision resulting from its local investigation or local mediation agreement.
5. The LEA refuses to respond to the SSPI request for information regarding a complaint.
6. The complainant alleges and the CDE verifies that the LEA has taken no action regarding a complaint within the sixty (60) calendar days of the date the complaint was filed locally.
7. The complainant alleges that a public agency, other than an LEA (e.g., California Children's Services, California Mental Health Services) has failed or refused to comply with an applicable law or regulation relating to the provision of free appropriate public education to handicapped individuals.

8. The complainant alleges that the LEA fails or refuses to comply with the due process procedures established pursuant to federal and state law regulations; or has failed or refused to implement a due process hearing order.
9. The complainant alleges facts that indicate that the child or group of children may be in immediate physical danger or that the health, safety, or welfare of a child or group of children is threatened.
10. The complainant alleges that a handicapped student is not receiving the special education or related services specified in his or her Individualized Education Program (IEP).

11. The complaint involves a violation of federal law governing special education, 20 U.S.C. Section 1400 et seq. or its implementing regulations.

The complainant must identify on which basis, as described in 1 through 11 above, that direct filing to the CDE is being made. If the complaint does not meet one or more of the above criteria, the school district handles the complaint.

### 4. Disposition of Complaint: School District Procedures

- a. Within sixty (60) calendar days from receipt of the written complaint, the investigator appointed by the Superintendent investigates it and prepares a written report. The investigator shall be familiar with the program under investigation and the laws governing it. This time may be extended by written agreement.
- b. Investigation: The investigator provides an opportunity for the complainant or the complainant's representative to present information relevant to the complaint. The investigator also reviews any files and other relevant documents, interviews those responsible for the contents of the files or those documents, may interview the complainant or other relevant persons, visit classrooms, and conduct other inquiries as appropriate.
- c. Report: The investigator prepares a report which includes a summary of the investigatory procedures; findings of the investigation, including documents and files as needed; disposition of the complaint; rationale; and recommended corrective action; if necessary. The report is distributed as follows.
  - (1) To the complainant within 60 days allowed for investigation.
  - (2) To the Superintendent with a copy of the complaint.
- d. Review: At least five days prior to the sixty (60) day time limit, the Superintendent/designee shall review the investigation. The Superintendent/designee may agree with and accept a resolution achieved by the investigation; may affirm the allegation of the complainant; or may deliver his/her own resolution and reverse or revise any decision made.

### 5. Appeal of School District Decision and CDE Complaint and Appeal Procedure

- a. Any complainant may appeal a school district decision to CDE by filing a written appeal with CDE within 15 days of receiving the school district decision. The complainant shall specify the reasons for appealing the local decision and shall include a copy of the locally filed complaint and a copy of the school district decision.
- b. The responsible division director of the CDE reviews the complaint and the school district report to determine appropriate action by the CDE. If the CDE upholds the school district decision, the process stops there.
- c. When direct CDE intervention is warranted or when an appeal of a school district decision has been filed, the CDE offers to initiate a mediation process, which may lead to a CDE mediation agreement. The CDE and school district staffs develop a possible compliance agreement, which the complainant reviews.
- d. If the school district or the complainant waives the mediation process or the mediation fails to resolve the issues, a CDE on-site investigation is conducted.
- e. An investigation report or state decision is mailed to the parties within 60 days from the date of receipt of the request for direct state intervention or an appeal unless the parties have participated in mediation and agreed to an extension of the mediation time lines or the SSPI has granted an extension of the time lines.
- f. Discretionary reconsideration or appeal of CDE investigation report: Within 35 days of receipt of the CDE investigation report, either the school district or the complainant may request reconsideration by the SSPI. The SSPI may, within 15 days of receipt of the request, respond in writing to the parties either modifying the conclusions or required corrective actions of the CDE report or denying the request outright. During the pending of the SSPI's reconsideration, the CDE report remains in effect and enforceable.
- g. Complaints against the California Department of Education are filed with the SSPI.

### 6. Due Process - Special Education

Any individual, public agency, or organization may file a due process hearing request for special education with the McGeorge School of Law,

3200 Fifth Street, Sacramento, CA 95817, Attention: Administrative Hearings, when:

- a. There is a proposal to initiate or change the identification, assessment, or educational placement of the child or the provision of a free appropriate public education to the child.
- b. There is a refusal to initiate or change the identification, assessment, or educational placement of the child or the provision of a free appropriate public education to the child.
- c. The parent refuses to consent to an assessment of the child.

#### 7. **Civil Law Remedies**

Please be advised that you are not required to exhaust the District Uniform Complaint Procedure prior to pursuing civil law remedies. Civil law remedies include legal and equitable actions filed in California and federal courts. Statutory authority for such actions includes, but is not limited to, the following:

- a. California Education Code Sections 200, et seq. prohibition of sex discrimination.
- b. California Government Code Section 11135 prohibition of discrimination in programs funded by the state.
- c. Title VI, Civil Rights Act of 1964 (42 U.S.C. Section 2000d) prohibition of race, color, or national origin discrimination.
- d. Title IX, Education Amendments of 1972 (20 U.S.C. Sections 1681, et seq.) prohibitions of sex discrimination.
- e. Sections 504, Rehabilitation Act of 1973 (29 U.S.C. Section 794) prohibition of discrimination of disabled persons.
- f. Americans with Disabilities Act (42 U.S.C. Sections 12101, et seq.) prohibition of discrimination against disabled persons.

#### 8. **Appeals**

Any complainant(s) may appeal a District decision to the State Superintendent of Public Instruction by filing a written appeal with the Superintendent within 15 days of receiving the District decision. The complainant shall specify the reason(s) for appealing the District decision. The appeal shall include:

- A copy of the complaint; and
- A copy of the District decision.

#### 9. **Confidentiality**

The identity of the complainant shall be revealed to only those persons who have a need to know in order to complete the investigation. Investigation reports and decisions may be sealed, edited, or released under the provisions of the Public Records Act and the state and federal Family Education and Privacy Rights Acts.

### **COMPLAINTS CONCERNING THE SCHOOLS**

The Governing Board welcomes constructive criticism of school policies, programs, or personnel when it is motivated by a sincere desire to improve the quality of the educational process and to assist schools in performing their tasks more effectively.

The Board encourages the resolutions of complaints as early as effectively possible. All complaints submitted in accordance with the procedures adopted by the Board shall be assured of receiving appropriate review and consideration. If the problem is not resolved at a lower level, it shall be dealt with by the Board.

When individual Board members are approached with complaints about schools, they shall be expected to listen to the complainant and demonstrate their concern by clearly identifying established procedures and channels through which the complainant may receive attention.

### **COMPLAINTS CONCERNING SCHOOL PERSONNEL**

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board prohibits retaliation against complainants. The Superintendent or designee, at his/her discretion, may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires. The Governing Board shall annually review district policies and regulations related to complaints against school personnel. (Education Code 35160.5)

### **COMPLAINTS CONCERNING SCHOOL EMPLOYEES**

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and/or the individual, and whether it should be resolved by the district's process for complaints concerning personnel, other district procedures, or both.

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If a complainant is unable or unwilling to resolve the complaint directly with the person involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. When a written complaint is received, the employee shall be notified in accordance with collective bargaining agreements.
4. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to a Board member or to the Superintendent shall be initially filed in writing with the Board.
5. A written complaint must include:
  - a. The name of each employee involved,
  - b. A brief but specific summary of the complaint and the facts surrounding it; and,
  - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
6. The person responsible for investigating complaints will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days.
7. The complainant may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who will attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days. Complainants should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not be limited to:
  - a. The name of each employee involved.
  - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
  - c. A copy of the signed original complaint.
  - d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons.
9. The Board may uphold the Superintendent's decision without hearing the complaint.
10. All parties to a complaint may be asked to attend a Board meeting in order to present all available evidence and allow every opportunity for explaining and clarifying the issue.
11. Before the Board holds a closed session to hear complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session rather than closed session. This notice shall be delivered personally or by mail at least 24 hours before the time of the session, and the employee may request that the complaints or charges be heard in open session. Complaints concerning Board members shall be addressed in open session unless a closed session is warranted pursuant to Education Code 35146 or 48918 or Government Code 54957 or 54957.6.
12. Any decision of the Board shall be final.

### **COMPLAINTS REGARDING CHILD ABUSE**

When a complaint of child abuse is alleged, the district shall provide parents/guardians procedures for filing a child abuse complaint with the appropriate child protective agencies. Upon request, such procedures shall be written in the primary language of the parent/guardian, and the Superintendent or designee shall provide an interpreter if needed. (Statutes Other than Code, Ch. 1102, Statutes of 1991)

Providing the above procedures to parents/guardians does not relieve mandated reporters from their duty to report suspected child abuse in accordance with law.

CDE Legal Advisory LO:4-93, Procedures for parents or guardians of students to identify and report child abuse committed at a school site by a school district employee or other person.

The following information, taken from Penal Code Sections 273a, 273d, and 11165.6, will assist parents/guardians in deciding whether to file a complaint of child abuse.

#### **What is Child Abuse and What is Not Child Abuse**

- Child abuse is a physical injury which is inflicted by other than accidental means on a child by another person.
- It also means the sexual abuse of a child.
- It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.
- It also means unlawful corporal punishment or injury resulting in a traumatic condition.
- Child abuse also means neglect of a child or abuse in out-of-home care. (Out-of-home care is defined in Penal Code Section 11165.5 as a situation where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency.)
- Child abuse does not mean a mutual affray or fight between minors.

It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force:

1. To quell a disturbance threatening physical injury to person or damage to property;
2. To prevent physical injury to person or damage to property;
3. For purposes of self-defense;
4. To obtain possession of weapons or other dangerous objects within the control of a child; or
5. To apprehend an escapee.

In addition, child abuse does not include injury caused by any force that is reasonable and necessary for a person employed by or engaged in a public school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense; or
3. To obtain possession of weapons or other dangerous objects within control of a student. (Education Code 44807, 49001)

#### **How to File a Complaint of Child Abuse Against School District Employees or Others at School Sites**

Parents/guardians of students have the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site.

To file a complaint, the parent/guardian must file a formal report with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the appropriate local school district or county office of education; however, school districts and county offices of education do not investigate child abuse complaints.

In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed with the California Department of Education (CDE) under the California Code of Regulations, Title 5, Section 4650(a)(viii)(c). The CDE does not investigate allegations of child abuse. The CDE investigates conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.

As defined in the Child Abuse and Neglect Reporting Act of 1987, a child protective agency is:

1. A police or sheriff's department;
2. A county probation department; or
3. A county welfare department/child protective services.

These agencies are listed in local telephone directories under government listings. Police will be found under city government listings; sheriffs, probation, welfare departments and child protective services will be found under county government listings. The local child protective agency shall investigate the complaint. (Penal Code 11165.14)

If the complaint is substantiated, the local child protective agency is required to forward a copy of the investigation report to the governing board of the local school district or county office of education. (Penal Code 11165.14)

Child protective agencies are also required to cross-report every known or suspected instance of child abuse to the other child protective agencies having jurisdiction over the case (for example, county welfare to law enforcement, and vice versa), to the agency responsible for conducting investigations for dependency determinations pursuant to Welfare and Institutions Code 300, and to the district attorney. (Penal Code 11166(g))

#### **Chapter 1102, Statutes of 1991, Section 6**

The Governing Board of a school district or county office of education shall upon request disseminate the guidelines adopted by the State Department of Education pursuant to Section 33308.1 of the Education Code to parents or guardians in the primary language of the parent or guardian. The governing board of a school district or county office of education is encouraged to inform a parent or guardian that desires to file a complaint against a school employee or other person that commits an act of child abuse as defined in Section 11165.6 of the Penal Code against a student at a school site of the procedures for filing that complaint with the local child protective agencies pursuant to the Child Abuse and Neglect Reporting Act, established pursuant to Chapter 1444 of the Statutes of 1987. In the case of oral communications with the parent or guardian whose primary language is other than English, concerning that guideline or the procedures for filing child abuse complaints, the governing board shall provide an interpreter for that parent or guardian.

#### **SELECTION, ADOPTION, AND DISPOSITION OF INSTRUCTIONAL TEXTS AND MATERIALS** (Excerpt, AR 6161.1, Revised May 24, 2001)

The Governing Board takes great care in the adoption of instructional materials and is aware that all adopted materials may not be acceptable to all students, their parents/guardians, or other district residents.

The Superintendent or designee shall establish procedures which will permit proper consideration of any complaints against the use of any instructional materials. The Board believes the Superintendent and staff are well qualified to consider complaints concerning instructional materials. Complainants are advised to consider and accept the Superintendent or designee's decision as final. However, if the complainant finds the decision of the Superintendent or designee unsatisfactory, he/she may request that the matter be placed on the agenda of a regular Board meeting.

The Board's decision in any such case will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board disagrees. The Governing Board of the district has an obligation to defend the right of individuals to question the selection and use of instructional materials, but in addition, to defend and protect the right of the community from efforts to impose censorship. Challenge will be accepted only from either residents of the district or parents/guardians whose child is enrolled in a district school.

Whenever the selection of instructional materials is questioned or challenged, every effort shall be made to resolve the issue in an informal manner with the teacher and/or site administrator. An alternative text of equal merit may be mutually agreed upon by the teacher and parent. The teacher will determine the learning activities and assessment for this alternate assignment.

If the questioning or challenging of the appropriateness of materials is not resolved at the informal level, the following procedures have been established to provide a system for receiving, considering, and acting upon written complaints regarding instructional materials used by the district.

#### **Steps to formal level:**

1. The challenged instructional material and the reason for challenge shall be described in writing on the REQUEST FOR REVIEW OF INSTRUCTIONAL MATERIALS form (AEC-30-94) and shall be presented to the principal of the school.
2. Within 15 school days of receipt of the completed form:
  - a. The Superintendent/designee shall appoint a committee consisting of a site administrator, three teachers knowledgeable in the area of concern, a librarian, and four community members.
  - b. The committee will review the challenge and the material being questioned by considering the educational philosophy and curriculum of the school district, the professional opinion of other teachers or competent authorities, and the teacher-stated objectives in using the material.

- c. The committee will allow the challenger an opportunity to present his/her case in person. The time, date and location of this meeting will be made public by announcements in local media and via the district website.
- d. The committee will develop a written response within 30 days to the person who brought the challenge, considering the extent to which: (1) the material supports the curriculum; (2) the material is educationally appropriate; and (3) the material is suitable for the age level of the student.
3. The use of the challenged materials by the class, school, or district shall not be restricted until final disposition has been made by the appropriate review committee. An individual student may be temporarily excused from using challenged materials after the parent/guardian has submitted the completed form. The teacher will then assign the student alternate materials of equal merit.
4. In the event a complainant is not satisfied with the recommendation of the administrator/staff committee, the complainant can appeal, in writing, within 15 school days to the Director of Curriculum or designee, who will review the material in question and submit a written recommendation to the Superintendent concerning the disposition of the complaint.
5. Within 15 school days, the Superintendent will review the recommendation and prepare a written recommendation relating to the complainant's concern. A copy of this recommendation will be forwarded to the complainant, the Director of Curriculum and the principal.
6. In the event the complainant does not agree with the recommendation of the Superintendent, he/she may request a hearing before the Governing Board. In accordance with the procedure of the district policy regarding an opportunity for a hearing, the Governing Board shall take action upon the recommendation of the Superintendent.
7. If the decision, at any level, is not appealed within 15 school days, the decision will remain in effect for a minimum of three years.

#### **ASSEMBLIES, USE OF GUEST SPEAKERS**

Board Policy 6162.4

To provide added dimension to the curriculum, teachers are encouraged to invite resource speakers who will be able to provide relevant or in-depth information relating to a particular field of study.

1. Resource speakers may be invited to address students under the following conditions:
  - a. The final responsibility for the invitation shall rest with the school principal.
  - b. It is determined by the administrator and teachers involved that the proposed speaker will bring material of educational relevance and value to the intended audience.
  - c. Speakers must agree in advance that the content of their comments will be appropriate to the maturity of the intended audience and will not contain statements that are obscene, vulgar, or an incitement of immediate violence.
  - d. Speakers must be informed that a violation of these conditions or a violation of the laws, regulations, and policies governing the school district will cause immediate termination of their right to speak or otherwise present information.
2. Speakers on controversial issues are permitted under the following additional conditions:
  - a. Speakers with differing points of view on controversial issues will be placed either on the same program or on a program within a reasonable period of time.
  - b. Speakers must agree in advance to respond sincerely to questions from students and teachers in an open forum following the formal presentation.

#### **SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

The SARC is available upon request at each school site and on the school website.

#### **COLLEGE ADMISSION REQUIREMENTS; CAREER TECHNICAL EDUCATION (EC § 51229, 48980)**

The University of California (UC) and the California State University (CSU) have established common high school course requirements for undergraduate admission. Students who take these courses and meet other specified criteria are eligible to apply and be considered for admission. The following list a commonly referred to as the "A-G" requirements:

- (1) Two years of history/social science;
- (2) Four years of college preparatory English or language instruction;
- (3) Three years of college preparatory mathematics;
- (4) Two years of laboratory science;
- (5) Two years of the same language other than English;

- (6) One year of visual and performing arts; and
- (7) One year of college preparatory electives.

**Websites:** The following UC and CSU websites help students and their families learn about college admission requirements, and also list high school courses that have been certified for undergraduate admission:

UC:

[http://www.universityofcalifornia.edu/admissions/undergrad\\_adm/paths\\_to\\_adm/freshman/subject\\_reqs.html](http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/freshman/subject_reqs.html)

CSU:

[www.csumentor.edu/planning/high\\_school/subjects.asp](http://www.csumentor.edu/planning/high_school/subjects.asp)

**Career Technical Education:** The California education defines "career technical education: as a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Career technical education includes agriculture education, home economics, industrial and technology education, and regional occupational centers and programs, among other educational programs.

**Website for Career Technical Education:** Students can learn more about career technical education at the following California Department of education website:

[www.cde.ca.gov/ci/ct/](http://www.cde.ca.gov/ci/ct/)

**Counseling:** Your student has the right to meet with a school counselor for help in choosing courses that will meet college admission requirements, or enrolling in career technical education courses, or both. If you wish to schedule a meeting with a school counselor, please contact your school site counselor.

Vision/Hearing/Scoliosis

As stipulated by state law, the following health examinations are facilitated on the school site:

- Vision - Kindergarten, second, and fifth grades (and as necessary)
- Hearing - Kindergarten, second, fifth, eighth, and tenth grades
- Scoliosis - Positive screening for curvature of the spine; girls - 7th grade; boys - 8th grade  
(Education Code Sections 49452-49452.5)

*Immunizations:* To enter or transfer into public and private elementary and secondary schools (grades kindergarten through 12), children under age 18 years must have immunizations as outlined below.

VACCINE	REQUIRED DOSE	
<b>Polio (OPV and/or IPV)</b>	4 doses at any age, but...	3 doses meet requirement for ages 4-6 if at least one was given on or after the 4th* birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.
<b>Diphtheria, Tetanus, and Pertussis</b> Age 6 years and under (Pertussis is required) DTP, DtaP or any combination of DTP or DTaP with DT (tetanus and diphtheria)	5 doses, but...	4 doses meet requirements for ages 4-6 if at least one was on or after the 4th* birthday.
Age 7 years and older (Pertussis is not required) Td, DT, or DTP, DTaP or any combination of these	4 doses, but...	3 doses meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Td) dose is required
7th grade Td booster	1 dose	Not required but recommended if more than 5 years have passed since 1st DTP, DTaP, Dt, or Td dose
<b>Measles, Mumps, Rubella (MMR)</b> Kindergarten 7th grade Grades 1-6, and 8-12	2 doses* 2 doses* 1 dose	Both on or after 1st birthday Both on or after 1st birthday Must be on or after the 1st birthday
Hepatitis B Kindergarten 7th grade	3 doses 3 doses	3 doses for kindergarten entry only, starting August 1, 1997. 3 doses for 7th grade entry only, starting August 1, 1999. If series obtained prior to 7th grade, requirement is complete.
<b>Chicken Pox (varicella)</b> Kindergarten All students new to the district	1 dose or doctors verification that student has had chicken pox	Doctor's verification should be documented on the immunization card. Parent statement is not sufficient.

\* Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

**PLEASE COMPLETE THE FOLLOWING IF APPLICABLE:**

**Detach, sign, and return this page to your child's school if your child is on continuing medication.**

1. Student is on a continuing medication program as prescribed by a physician: (Please check one) YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, you have my permission to contact student's physician:

Name of Student: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT E(1)5144.1  
DISCIPLINE POLICY FOUNDATIONAL PRINCIPLES**

- All students are expected to exhibit civil and polite behavior while at school or any district-sponsored activity.
- All students will benefit from the continual guidance by all district employees about expected societal norms and the consequences for misbehavior.
- All students deserve a discipline philosophy that contains rehabilitative components as a consequence for misbehavior with a goal of developing independent problem solvers.
- All students are entitled to an environment protective of their property, well-being, and due process considerations.
- All students deserve to have their parents well informed of the behavioral expectations of our schools.

The following chart indicates the types of disciplinary action that may apply to each type of misbehavior infraction. In each instance, a corrective action is stated. **The administrator shall, however, determine whether a specific infraction warrants the corrective action described on the chart.** Corrective action taken by the administrator shall take place after progressive discipline interventions by the teacher fail to bring about proper conduct. These corrective measures are intended to assist in maintaining consistent student discipline.

Ed. Code Violation	Grade	Action				
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>Alcohol-Possession 48900 (c)</b>	Grade K-6	5 Day Susp. *	5 Day Susp.	Expulsion		
	Grade 7-8	5 Day Susp. *	5 Day Susp.	Expulsion		
	Grade 9-12	5 Day Susp. *	5 Day Susp.	Expulsion		
<b>Alcohol-Providing 48900 (d) &amp; 48900 (c5)</b>	Grade K-6	5 Day Susp. *	Expulsion			
	Grade 7-8	5 Day Susp. *	Expulsion			
	Grade 9-12	5 Day Susp. *	Expulsion			
Arson 48900 (f)	Grade K-6	Expulsion @				
	Grade 7-8	Expulsion @				
	Grade 9-12	Expulsion @				
<b>Battery on School Staff 48915 (a5)</b>	Grade K-6	Expulsion				
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				
Bomb Threat 48900 (a1)	Grade K-6	Expulsion				
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				
Burglary 48900(g)	Grade K-6	Expulsion				
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				
<b>Causing Serious Physical Injury 48900 (a1) &amp; 48915 (a1)</b>	Grade K-6	Expulsion				
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				
Cheating 48900 (g) & 48900 (k)	Grade K-6	#	#	1 Day Susp.	3 Day Susp.	5 Day Susp.
	Grade 7-8	#	#	3 Day Susp.	5 Day Susp.	
	Grade 9-12	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion	
Damaging School or Staff Property (\$20 or more) 48900(f)	Grade K-6	5 Day Susp.	Expulsion			
	Grade 7-8	5 Day Susp.	Expulsion			
	Grade 9-12	5 Day Susp.	Expulsion			
Defiance 48900 (k)	Grade K-6	#	1 Day Susp.	3 Day Susp.	5 Day Susp.	5 Day Susp.
	Grade 7-8	1 Day Susp. #	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
	Grade 9-12	1 Day Susp. #	3 Day Susp.	5 Day Susp.	Expulsion	
Disruption on Sch. Property or Classroom(k) & 48900(p)	Grade K-6	#	#	1 Day Susp.	3 Day Susp.	5 Day Susp.
	Grade 7-8	1 Day Susp. #	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
	Grade 9-12	1 Day Susp. #	3 Day Susp.	5 Day Susp.	Expulsion	
<b>Drugs-Possession 48900 (c)</b>	Grade K-6	5 Day Susp. *	Expulsion			
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				
<b>Drugs-Providing 48900 (d) &amp; 48915 (c3)</b>	Grade K-6	5 Day Susp. *	Expulsion			
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				
False Fire Alarm 48900 (a1)	Grade K-6	3 Day Susp. @	5 Day Susp. @	Alt. Plcmnt. @	Expulsion @	
	Grade 7-8	5 Day Susp. @	Alt. Plcmnt. @	Expulsion @		
	Grade 9-12	5 Day Susp. @	Expulsion @			
<b>Fighting/Battery 48900 (a2)</b>	Grade K-6	1 Day Susp. *	3 Day Susp.	5 Day Susp.	Expulsion	
	Grade 7-8	5 Day Susp. *	Alt. Plcmnt.	Expulsion		
	Grade 9-12	5 Day Susp. *	Expulsion			
Forgery 48900 (g)	Grade K-6	#	#	1 Day Susp.	3 Day Susp.	5 Day Susp.
	Grade 7-8	1 Day Susp. #	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
	Grade 9-12	3 Day Susp. #	5 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
Gambling 48900 (k)	Grade K-6	#	#	1 Day Susp.	3 Day Susp.	5 Day Susp.
	Grade 7-8	1 Day Susp. #	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
	Grade 9-12	3 Day Susp. #	5 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
Harassment /Hazing (Incl. Sexual) 48900.2 & 48900.4	Grade K-6	1 Day Susp. *	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
	Grade 7-8	3 Day Susp. *	5 Day Susp.	Alt. Plcmnt.	Expulsion	
	Grade 9-12	3 Day Susp. *	5 Day Susp.	Expulsion		

Ed. Code Violation	Grade	Action				
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
Immoral Conduct 48900 (i)	Grade K-6	3 Day Susp. *	5 Day Susp.	Alt. Plcmnt.	Expulsion	
	Grade 7-8	3 Day Susp. *	5 Day Susp.	Alt. Plcmnt.	Expulsion	
	Grade 9-12	3 Day Susp. *	5 Day Susp.	Expulsion		
Inappropriate Dress(see Board Policy) 48900 (k)	Grade K-6	#	#	1 Day Susp.	3 Day Susp.	5 Day Susp.
	Grade 7-8	#	1 Day Susp.	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.
	Grade 9-12	#	1 Day Susp.	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.
Misbehavior on School Bus 48900 (k)	Grade K-6	Transportation Department governs bus discipline. Site principal will determine suspendable offenses.				
	Grade 7-8					
	Grade 9-12					
Profanity, Vulgarity, Obscenity Toward Staff or Student 48900 (i)	Grade K-6	1 Day Susp. *	3 Day Susp.	5 Day Susp.	Expulsion	
	Grade 7-8	3 Day Susp. *	5 Day Susp.	Expulsion		
	Grade 9-12	3 Day Susp. *	5 Day Susp.	Expulsion		
<b>Robbery or Extortion 48900 (e) &amp; 48915 (a4)</b>	Grade K-6	Expulsion				
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				
<b>Sexual Assault/Battery 48900 (n) &amp; 48900(c4)</b>	Grade K-6	Expulsion				
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				
Tardiness 48900 (k)	Grade K-6	#	#	1 Day Susp.	3 Day Susp.	5 Day Susp.
	Grade 7-8	#	#	1 Day Susp.	3 Day Susp.	5 Day Susp.
	Grade 9-12	#	#	1 Day Susp.	3 Day Susp.	5 Day Susp.
<b>Terrorist Acts 48900.3, 48900.4 &amp; 48900.7</b>	Grade K-6	5 Day Susp.	Alt. Plcmnt.	Expulsion		
	Grade 7-8	Alt. Plcmnt.	Expulsion			
	Grade 9-12	Expulsion				
Theft or Knowingly Receive Stolen Property 48900 (g) & 48900 (l)	Grade K-6	3 Day Susp.	5 Day Susp.	Expulsion		
	Grade 7-8	5 Day Susp.	Alt. Plcmnt.	Expulsion		
	Grade 9-12	5 Day Susp.	Expulsion			
<b>Threat of Battery on School Staff 48900 (a1) &amp; 48915 (a5)</b>	Grade K-6	5 Day Susp.	Alt. Plcmnt.	Expulsion		
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				
Tobacco-Possession or use 48900 (h)	Grade K-6	1 Day Susp. *	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
	Grade 7-8	1 Day Susp. *	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
	Grade 9-12	1 Day Susp. *	3 Day Susp.	5 Day Susp.	Expulsion	
Truancy 48900 (k)	Grade K-6	#	#	SARB #	Alt. Plcmnt.	
	Grade 7-8	#	#	SARB #	Alt. Plcmnt.	
	Grade 9-12	#	#	SARB #	Alt. Plcmnt.	Expulsion
<b>Verbal Abuse/Assault 48900 (a1) &amp; 48915 (a5)</b>	Grade K-6	1 Day Susp. *	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
	Grade 7-8	3 Day Susp. *	5 Day Susp.	Alt. Plcmnt.	Expulsion	
	Grade 9-12	3 Day Susp. *	5 Day Susp.	Expulsion		
Violation of Closed Campus 48900 (k)	Grade K-6	#	#	1 Day Susp.	3 Day Susp.	5 Day Susp.
	Grade 7-8	#	1 Day Susp.	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.
	Grade 9-12	1 Day Susp. *	3 Day Susp.	5 Day Susp.	Alt. Plcmnt.	Expulsion
<b>Weapons or Items Used as Weapons/Object-Poss. of 48900 (b)</b>	Grade K-6	Expulsion				
	Grade 7-8	Expulsion				
	Grade 9-12	Expulsion				

Offenses are accrued during the current school year. Parent notification and/or conference required for each offense.

\* Successful completion of school counseling session or diversion program required.

@Fire Department notified/citation may be issued.

# Consequences may be in-house suspension, privileges revoked, campus beautification, counseling, and community service.

Suspended or expelled students shall not be on any Fairfield-Suisun Unified School District campus or attend any district-sponsored activity.

\*\*Expulsion shall be recommended for any occurrence where more than two individuals are involved.

#### Guidelines/Internet Use

**Inappropriate Use Definition:** Use outside of the course of study and/or rules of the school site and district.

LEVEL	CONSEQUENCE 1	CONSEQUENCE 2	CONSEQUENCE 3
Elementary	Loss of internet privilege for 5 school days.	Loss of internet privilege for 20 school days	Loss of internet privilege for rest of school year
Middle	Loss of internet privilege for 20 school days.	Loss of internet privilege for the rest of year	Defiance (refer to Progressive Discipline Chart)
High	Loss of any computer use for 5 days. Parent conference required	Class re-assignment	Defiance (refer to Progressive Discipline Chart)

*Fairfield-Suisun Unified School District  
Governing Board*

*Charles B. Wood, President*

*Dave Gaut, Vice President*

*Patricia Shamansky, Clerk*

*Anne Griffin*

*Susan Humphreus*

*Kathleen Marianna*

*Helen Tilley*