



# ANNUAL PARENT/GUARDIAN/STUDENT NOTIFICATION

Dear Parent/Guardian:

California Education Code section 48980 requires that, at the beginning of the first semester or quarter of the regular school term, the governing board of each school district must notify parents/guardians of their rights or responsibilities under certain provisions of the Education Code. Other provisions of California and United States law also require notification of parents/guardians.

Education Code section 48982 requires acknowledgement of being informed which is performed by physically or electronically signing the parent acknowledgement card as an acknowledgement that you have received the notice and have been informed of your rights, but the signature does not indicate that consent to participate in any particular program has been either given or withheld.

California and United States law requires certain other notices in the event that specific circumstances should arise, affecting your child's education and attendance at school. If any such circumstances should arise, the District will provide notice as required by law.

**KEY TO LEGAL REFERENCES:** B & PC – Business and Professions Code, CCR – California Code of Regulations, CFR – Code of Federal Regulations, EC - Education Code, H&SC-Health & Safety Code, IDEA-Individuals with Disabilities Education Act, LC-Labor Code, NCLB-No Child Left Behind Act, USC-United States Code, W&IC-Welfare & Institutions Code.

## PUPIL DISCIPLINE

**RULES PERTAINING TO PUPIL DISCIPLINE (EC §§35291, 48980):** The District Governing Board has prescribed rules for the government and discipline of the schools under the Board's jurisdiction. Parents may contact their school principal for specific rules related to student discipline.

**DUTY CONCERNING CONDUCT OF PUPILS (EC §44807):** Every District teacher has a responsibility to hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

**DUTIES OF PUPILS (EC §48908, 5 CCR §300):** Every pupil must attend punctually and regularly, conform to the regulations of the school, obey promptly all the directions of his/her teacher and others in authority, observe good order and propriety of deportment, be diligent in study, be respectful to his/her teacher and others in authority, be kind and courteous to schoolmates, and refrain entirely from the use of profane and vulgar language.

**DRESS CODE (EC §§35183, 35183.5, 51101):** The District Governing Board has approved a dress code policy adopted by your child's school. A copy of the dress code is available at the Principal's office.

**ATTENDANCE OF SUSPENDED CHILD'S PARENT/GUARDIAN (EC §48900.1, LC §230.7):** The District Governing Board has adopted a policy authorizing teachers to require the parent/guardian of a pupil who has been suspended by a teacher, to attend a portion of a school day in the child's classroom. No employer may dismiss or in any manner discriminate against an employee for taking time off from work to comply with this requirement.

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## PUPIL RECORDS

### RIGHTS OF PARENTS/GUARDIANS (EC §49063 et seq.):

- **Types of Pupil Records:** A pupil record is any item of information directly related to an identifiable pupil, other than directory information, which is maintained by the District or required to be maintained by a District employee in the performance of his/her duties, whether recorded by handwriting, print, tapes, film, microfilm or other means. Pupil records include a pupil's health record.
- **Responsible Officials:** Your child's Principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the main office, the responsible official is Mike Gordon, Director.
- **Location of Log/Record:** The law requires that a log or record be maintained for each pupil's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefore. For records maintained at your child's school, the log is located in the Principal's office. For records maintained at the District office, the log is located in the back office or Special Education office.
- **School Officials and Employees/Legitimate Educational Interests:** School officials and employees who are authorized to review pupil records are school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, certificated employee, or support staff member (including, but not limited to, paraeducator, health or medical staff and school law enforcement personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, educational consultant or therapist); an agency caseworker of a state or local child welfare agency that has legal responsibility for the care and protection of a pupil, other public agencies providing services to pupils, as well as employees of other

public schools or school systems where educational programs leading to high school graduation are provided or where a District pupil intends to or is directed to enroll; a minor's counsel of record. Access to pupil records is permitted only for records that are relevant to the legitimate educational interests of the requester. Upon request, the District discloses educational records without consent to officials of another school district in which the pupil seeks or intends to enroll. Legitimate educational interests are described in California Education Code section 49076 and in District Board Policy 5125.

- **Right of Access and Review/Expungement:** You have an absolute right to access to any and all pupil records related to your child, which are maintained by the District. A homeless child or youth or an unaccompanied youth who is 14 years of age or older may access his/her pupil records. If you wish to review records located at your child's school, please contact the Principal's office, or submit a written request that identifies the record(s) you wish to inspect. If you wish to review records located at the District office, please contact Tim Hornig, Coordinator of Student Services. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records. Upon satisfactory completion of the rehabilitation assignment of a pupil whose expulsion has been suspended by the District Governing Board, the Board may order the expungement of any or all records of the expulsion proceedings. If the Orange County Board of Education enters an order reversing the decision of the District Governing Board to expel a pupil, the County Board may direct the District Governing Board to expunge the record of the pupil and records of the District of any references to the expulsion action. When you submit a written revocation of consent after the initial provision of special education and related services for your child, the District is not required to amend the education records of your child to remove any reference to your child's receipt of special education and services.
- **Challenging the Content of Records:** You have the right to challenge the content of any pupil record by filing a written request with the Director to correct or remove any information recorded in the written records concerning your child which you allege to be any of the following: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside the observer's area of competence, (4) not based on the personal observation of a named person with the time and place of the observation noted, (5) misleading, or (6) in violation of the privacy or other rights of the pupil.
- **Copying Costs:** You may receive copies of your child's pupil records, at a cost of .20 cents per page.
- **Transfer of Records:** The District is required to transfer a copy of your child's permanent pupil records within 10 schooldays to the school your child intends to enroll.
- **Complaints:** You have the right to file a complaint with the United States Department of Education, concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (20 USC §1232g).
- **Prospectus of School Curriculum:** The curriculum for your child's school is compiled at least once annually in a prospectus which is available at the Principal's office.
- **Statement or Response to Disciplinary Actions:** Whenever information is included in a pupil record concerning any disciplinary action taken in connection with your child, you have the right to include a written statement or response concerning the disciplinary action in your child's pupil record.
- **Destruction of Pupil Records:** The Governing Board of the District is required to retain indefinitely the original or an exact copy of mandatory permanent pupil records (Class 1 - Permanent Records) which schools have been directed to compile by California regulations; maintain for stipulated periods of time mandatory interim pupil records (Class 2 - Optional Records) until the information is no longer needed to provide educational services to a child and are retained until reclassified as Class 3 – Disposable Records, and then destroyed as per California regulations (5 CCR 432). Prior to destroying pupil records of a child who has received special education services, the IDEA requires parental notification when the District decides that personally identifiable information is no longer needed to provide educational services to a child. Once parents/guardians have been notified that personally identifiable information is no longer needed, they have the option of requesting access to and/or copies of pupil records prior to destruction, and to request that pupil records be destroyed, unless the District determines that the information could be needed to provide educational services in the future or is needed for auditing purposes (34 CFR 300.624, 5 CCR 16026). Unless classified as permanent records, all other pupil records are destroyed five years after the information is no longer needed to provide educational services (5 CCR 16027).
- **Release of Directory Information: (EC §49073):** "Directory Information" means one or more of the following items: pupil's name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. The District has determined that the following individuals, officials, or organizations may receive directory information: federal, state, and local government agencies, and the military forces of the United States. Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks; a playbill, showing your pupil's role in a drama production; Honor roll or other recognition lists; graduation programs and sports activity sheets. However, no information may be released to a private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. The names and addresses of pupils enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided to a private school or college. No directory information regarding your child may be released if you notify the District that the information shall not be released. Please submit a written notice to the Principal of your child's school if you wish to deny access to directory information concerning your child. Release of directory information of a homeless child or youth is prohibited unless a parent or eligible pupil has given written consent that such information may be released.
- **Release of Information to Military Recruiters (20 USC §7908):** United States law requires school districts to provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings. However, you have the right to request that your child's name, address, and telephone listing shall not be released without your prior written consent. Please submit a written notice to your child's school Principal if you wish to deny access to this information.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA" 20 USC §1232g):** United States law set forth in FERPA grants parents certain rights with respect to their student's records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records maintained by the school. These rights transfer to the eligible student when he/she reaches the age of 18 or attends a school beyond the high school level.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. The right to request that a school correct the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students who wish to ask the school to correct a record should write the school principal [or appropriate school official], clearly identify the part of the record they want corrected, and specify why it should be corrected. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the records setting forth his/her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA permits schools to disclose those records, without consent, to the following parties or under the following conditions,:

- School officials with legitimate education interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific State law;
- School resource officers (SRO) are school officials with legitimate educational interest promoting school safety and the physical security of the students on campus.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public private school attended by the student. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School official must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **HEALTH AND SAFETY**

**HEALTH SCREENING AND EVALUATION SERVICES (H&SC §124085):** Within 90 days after your child's entrance into first grade, you must provide a certificate documenting that within the prior 18 months your child has received appropriate health screening and evaluation services, including a physical examination. These services are available from the Orange County Public Health Department. In lieu of the certificate, you may submit a signed waiver indicating that you do not want or are unable to obtain the health screening and evaluation services for your child. If the waiver indicates that you were unable to obtain the services, then the reasons why should be included in the waiver.

**REFUSAL TO CONSENT TO PHYSICAL EXAMINATION (EC §§49451, 48980):** You may file an annual written statement with the Principal of your child's school, stating that you will not consent to a physical examination of your child. However, whenever there is good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist.

**CONTINUED MEDICATION REGIMEN FOR NONEPISODIC CONDITION (EC §49480):** If your child is on a continuing medication regimen for a nonepisodic condition, you are required to inform the school nurse or other designated certificated school employee of: (1) the medication being taken, (2) the current dosage, and (3) the name of the supervising physician. With your consent, the school nurse may communicate with your child's physician and may counsel with school personnel regarding the possible effects of the drug on your child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. If your child is on a continuing medication regimen, please complete the form at the end of this notice.

**ADMINISTRATION OF IMMUNIZING AGENTS (EC §§49403, 48980):** The District Governing Board may permit any person licensed as a physician and surgeon, any person licensed as a registered nurse, or other licensed healthcare practitioners acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil. You have the right to consent in writing to the administration of an immunizing agent to your child.

**ADMINISTRATION OF PRESCRIBED MEDICATION (EC §§49423, 48980):** If your child is required to take prescription medication during the regular school day, you may request assistance for your child by the school nurse or other designated school personnel. If you wish such assistance, you must provide both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and your own written statement indicating your desire that the District assist your child in the matters set forth in the physician's statement. Your child may also carry and self-administer prescription auto-injectable epinephrine if the District receives written statements from you and the child's physician, in the form required by law.

**PLEDGE NOT TO USE ANABOLIC STEROIDS OR PROHIBITED DIETARY SUPPLEMENTS (EC §49030 et seq.):** A pupil is prohibited from participating in interscholastic high school sports, unless the pupil signs a pledge not to use anabolic steroids without a prescription from a licensed health care practitioner, or a dietary supplement listed in the United States Guide to Prohibited Substances and Prohibited Methods of Doping. As a condition of participation, both the pupil-athlete and his/her parent/guardian must sign a notification form regarding these restrictions.

**TOBACCO-FREE CAMPUS POLICY (H&SC §104420):** The District Governing Board has adopted and enforces a tobacco-free campus policy. The policy prohibits the use of tobacco products, at any time, in District-owned or leased buildings, on District property and in District vehicles.

**MEDICAL AND HOSPITAL SERVICES NOT PROVIDED (EC §§49471, 48980):** The District Governing Board does not provide or make available medical and hospital services for District pupils who are injured while participating in athletic activities.

**CONCUSSIONS AND HEAD INJURIES (EC §§49475):** CONCUSSIONS AND HEAD INJURIES (EC §49475): Requires districts who elect to offer athletic programs to immediately remove for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during the activity and prohibits the return of the athlete to that activity until he/she is evaluated by and receives written clearance from, completes a graduated return-to-play protocol or not less than seven days in duration under the supervision of a licensed health care provider, and requires district to provide annually a concussion and head injury information sheet to be signed and returned by the athlete and his/her parent before the athlete initiates practice or competition.

**MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49472, 48980):** The District Governing Board may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical service or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance, for injuries to District pupils arising out of accidents occurring on District property or while being transported to and from school-sponsored activities. No pupil is required to accept such service, without the consent of his/her parent/guardian.

**INSTRUCTION FOR PUPILS WITH TEMPORARY DISABILITIES (EC §§48206.3, 48980):** If your child should suffer a temporary disability which makes attendance in regular day classes or an alternative education program in which the child is enrolled impossible or inadvisable, your child shall receive individual instruction provided by the district in which he/she is deemed to reside. Individual instruction includes instruction provided in your home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by state law.

**PUPILS WITH TEMPORARY DISABILITIES (EC §§48207, 48980):** In the event that your child has a temporary disability and is confined in a hospital or other residential health facility located outside this District, you shall be deemed to have complied with the residency requirements for school attendance in the

school district in which the hospital is located. In such circumstances, it is your responsibility to notify the school district in which you are deemed to reside of your child's presence in a qualifying hospital.

#### **TYPE 2 DIABETES (EC §49452.7):**

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010. The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see [available translations](#) of this information.

#### **Type 2 diabetes is the most common form of diabetes in adults.**

Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens. According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

#### **Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.**

The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells. In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.

Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

#### **Risk Factors Associated with Type 2 Diabetes**

*It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.*

#### **Risk Factors**

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

**Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

**Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

**Inactivity.** Being inactive further reduces the body's ability to respond to insulin.

**Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

**Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

#### **Warning Signs and Symptoms Associated with Type 2 Diabetes**

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

Increased hunger, even after eating

Unexplained weight loss

Increased thirst, dry mouth, and frequent urination

Feeling very tired

Blurred vision

Slow healing of sores or cuts

Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms

Irregular periods, no periods, and/or excess facial and body hair growth in girls

High blood pressure or abnormal blood fats levels

#### **Type 2 Diabetes Prevention Methods and Treatments**

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

**Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.

**Get more physical activity.** Increase physical activity to at least 60 minutes every day.

**Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

#### **Types of Diabetes Screening Tests That Are Available**

**Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

**Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

**Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

**Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

**PROOF OF ORAL HEALTH ASSESSMENT (EC §49452.8):** Your child must have an oral health assessment (dental check-up) by no later than May 31 of the first year entering kindergarten or first grade. Dental check-ups in the 12 months before starting school meet this requirement. Ask your dentist to fill out the Oral Health Assessment Form provided by the school. You may be excused from complying with the dental-check up requirement by marking the box next to the appropriate reason on Section 3 of the Oral Health Assessment Form.

**FREE AND REDUCED PRICE MEALS (EC §§49510, et seq., 48980):** Depending on annual household income, your child may be eligible for free or reduced priced meals. The ILCS Food Services Department may be contacted for further information.

**NOTIFICATION OF PESTICIDE USE (EC §§17612, 48980.3):** A copy of the school's integrated pest management plan is available at the main office. Please refer to the attachment for a list of all pesticide products expected to be applied at your child's school during the upcoming year.

**ASBESTOS MANAGEMENT PLAN (40 CFR §763.93):** The District's updated asbestos management plan for each school is available for inspection at the ILCS Business Office.

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## **ATTENDANCE**

**STATUTORY ATTENDANCE OPTIONS (EC §48980):** The District is required to advise each parent/guardian of all existing statutory attendance options and local attendance options available in the District. These are options for attending schools other than the school designated for the local attendance area in which the parent/guardian resides. The *options* include intradistrict transfer, interdistrict transfer, transfer based on parental employment, "district of choice" if established by Governing Board resolution, and district of enrollment pursuant to the Open Enrollment Act, as specified.

### **STATUTORY ATTENDANCE OPTIONS - Prepared by the California Department of Education A Summary of School Attendance Alternatives in California**

California law [EC § 48980(h)] requires all school boards to inform each pupil's parents/guardians 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. Pupils that attend schools other than those assigned by the districts are referred to as "transfer pupils" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

**EXCUSED ABSENCES (EC §§48205, 48980):** Your child may be excused from school when the absence is for medical or justifiable personal reasons. Your child will be allowed to complete all assignments and tests missed during such an excused absence.

#### **§ 48205. Excused absences; average daily attendance computation**

- (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 or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of 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, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Director of the school district.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.



(e) "Immediate family," as used in this section, has the same meaning as 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 §§48205, 48980):** Your child may not have his/her grade reduced or lose academic credit for any absence or absences excused under Education Code section 48205, when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Please refer to Attachment 3 for the full text of section 48205.

**ABSENCES FOR RELIGIOUS PURPOSES (EC §§46014, 48980):** With your written consent, your child may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at your child's place of worship or at other suitable place or places away from school property designated by the religious group. Your child may not be excused from school for this purpose on more than four days per school month.

**EXCUSE TO OBTAIN CONFIDENTIAL MEDICAL SERVICES (EC §46010.1):** Pupils in grades 7 to 12 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the pupil's parent/guardian.

**SCHEDULE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC § 48980):** The District is required to advise all parents/guardians of the schedule of minimum days and pupil-free staff development days. Please refer to the specific school's website to access the individual school's calendar and minimum day schedule. If any minimum or pupil-free staff development days are scheduled following the distribution of this notice, the District will notify you as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

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## **NON-DISCRIMINATION**

**STATEMENT OF NON-DISCRIMINATION** (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, § 504 of the Rehabilitation Act of 1973): The District does not discriminate on the basis of race, color, ancestry, nationality, ethnic group identification, age, religion, actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. . The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with the District's policy of nondiscrimination should be directed to Mike Gordon, Director, at the ILCS Main Office. A copy of the District's nondiscrimination policy is available from the main office office.

**SEXUAL HARASSMENT POLICY (EC §§231.5, 48980; 5 CCR §4917):** The District's written sexual harassment policies can be requested from the main office or online at [www.inlandleaders.com](http://www.inlandleaders.com) under board policies.

## **PUPILS WITH DISABILITIES**

**SPECIAL EDUCATION (EC §56000 et seq., 20 USC §1401 et seq.):** Both California and United States law require that a free appropriate public education (FAPE) in the least restrictive environment (LRE) be offered to qualified pupils with disabilities. Information on pupil eligibility, procedural safeguards, and additional matters is available from the Special Education Department at the ILCS main office and/or at the following link: [https://beehively-websites.s3.amazonaws.com/sites/52381b4f1defc52c29000002/pages/523c33401defc52a4e0001ab/files/Charter\\_SELPA\\_Procedural\\_Safeguards\\_English\\_revised\\_January\\_2009\\_August2013contacts\\_Updated\\_8-9-13.pdf](https://beehively-websites.s3.amazonaws.com/sites/52381b4f1defc52c29000002/pages/523c33401defc52a4e0001ab/files/Charter_SELPA_Procedural_Safeguards_English_revised_January_2009_August2013contacts_Updated_8-9-13.pdf)

**CHILD FIND (34 CFR § 104.32(a); 34 CFR § 300.111; and EC §§56300, 56301):** The District has a duty under both Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act to identify, locate and assess children with disabilities who are in need of regular or special education and related aids and services. Eligible children with disabilities are entitled to a free, appropriate public education. If you believe that your child is in need of regular or special education and related aids and services, you may initiate a referral for assessment by contacting the school site principal.

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## **MISCELLANEOUS**

**COMPREHENSIVE SEXUAL HEALTH AND/HIV/AIDS PREVENTION EDUCATION (EC §§51938, 48980):** The District may provide instruction in comprehensive sexual health and HIV/AIDS prevention education and research on student health behaviors and risks for the coming school year. Written and audiovisual educational materials used in this education are available for your inspection at the Principal's office if offered to students. The education will be taught by school district personnel and outside consultants. A copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (*Education Code [EC] sections 51930-51939*), is available from the ILCS main office. You have the right to request in writing that your child shall not receive comprehensive sexual health education or HIV/AIDS prevention education. The District may administer anonymous, voluntary and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age- appropriate questions about pupils' attitudes concerning or practices relating to sex. You will be notified in writing that any such test, questionnaire or survey is to be administered, and you will be given the opportunity to review the test, questionnaire or survey and request in writing that your child not participate.

Schools may administer assessments relating to students' health behaviors and risks, including tests, questionnaires, and surveys. Parents shall be given prior notice of these assessments, the opportunity to review the assessment instrument, and may withdraw their child from the assessment. In grades seven through twelve, schools may use either a passive consent ("opt-out" policy) for parental consent for assessments or prior written consent. In earlier grades, schools shall use an active consent or ("opt-in" policy) for parental consent for assessments.

**DISSECTION OR OTHERWISE HARMING OR DESTROYING ANIMALS (EC §32255 et seq.):** If your child has a moral objection to dissecting or otherwise harming or destroying animals, he/she has a right to notify the teacher regarding this objection and to refrain from participation in an education project involving the harmful or destructive use of animals which must be substantiated with a note from a parent/guardian.

**HIGH SCHOOL EXIT EXAMINATION:** (EC §§60850, 48980): Each pupil completing 12th grade is required to successfully pass the high school exit examination administered pursuant to Chapter 9 (commencing with Section 60850) of Part 33 of the Education Code. For the 2015-16, 2016-17, and 2017-18 school years the requirement that each pupil completing 12th grade successfully pass the CAHSEE as a condition of receiving a graduation diploma or to be required a condition of graduation from high school is suspended.

**CAASPP STATE EXAMS (5 CCR 852):** During the spring, students in grades 3-8 and 11 will take the annual state exams. Parents may annually submit to the school a written request to excuse their child from any or all parts of the CAASPP.

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

- **College Admission Requirements:** The University of California (UC) and the California State University (CSU) have established common high school course requirements for undergraduate admission. Pupils who take these courses and meet other specified criteria are eligible to apply and be considered for admission. The following list is 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 web sites help pupils and their families learn about college admission requirements, and also list high school courses that have been certified for undergraduate admission:

UC:

[www.universityofcalifornia.edu/admissions/undergrad\\_adm/paths\\_to\\_adm](http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm)

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

**SCHOOL ACCOUNTABILITY REPORT CARD (EC §§35256, 32286):** The District Governing Board annually issues a School Accountability Report Card (SARC) for each school in the District. You may obtain a copy of the SARC from the Principal’s office. The SARC includes, but is not limited to, assessment of school conditions specified in California Education Code section 33126. The SARC also includes an annual report on the status of the safety plan for your child’s school, including a description of its key elements.

**WAIVER OF ENGLISH LANGUAGE INSTRUCTION (EC §310, 5 CCR §11309):** California law generally requires that all public school children shall be taught English by being taught in English. However, this English language requirement may be waived with the prior written informed consent, to be provided annually, of the child’s parent/guardian. Such informed consent requires that the parent/guardian personally visit the school to apply for the waiver. Under such parental waiver conditions, children may be transferred to classes where they are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Please see the school principal for additional information.

**HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240):** If any part of the school’s instruction in health conflicts with your religious training and beliefs, you may submit a written request that your child be excused from the part of the instruction that conflicts with your religious training and beliefs.

**UNIFORM COMPLAINT PROCEDURES (5 CCR §4622):** The District has adopted policies and procedures for the filing, investigation and resolution of complaints regarding alleged violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination. The Uniform Complaint Procedures apply to complaints involving categorical programs and those alleging unlawful discrimination. Copies of the Uniform Complaint Procedures must be made available free of charge. The local agency is primarily responsible for compliance with federal and state laws and regulations (T5CCR 4620). The complainant has a right to appeal the local agency decision to the CDE by filing a written appeal within 15 days of receiving the LEA Decision (T5CCR 4632). The complainant has a right to pursue any civil law remedies that may be available under state or federal discrimination laws, if applicable, and of the appeal pursuant to Education Code Section 262.3 (EC § 262.3, T5CCR 4622). Information on how to file a Uniform Complaint can be found at [www.inlandleaders.com](http://www.inlandleaders.com). All Uniform Complaints are to be directed to Mike Gordon, Director at (909)446-1100 – 12375 California St, Yucaipa, CA 92399.

**NO CHILD LEFT BEHIND ACT (“NCLB”, 20 USC §6301 et seq.):**

- **Limited English Proficient Children:** The NCLB requires the District to inform the parent or parents of a limited English proficient (LEP) child identified for participation or participating in a language instruction educational program, of the following:



- (1) the reasons for the identification of the child as LEP and in need of placement in a language instruction educational program;
- (2) the child's level of English proficiency, how such level was assessed and the status of the child's academic achievement;
- (3) the methods of instruction used in the program in which the child is or will be participating, and the methods of instruction used in other available programs;
- (4) how the program in which the child is or will be participating, will meet the educational strengths and needs of the child;
- (5) how such program will specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
- (6) the specific exit requirements for the program;
- (7) in the case of a child with a disability, how such program meets the objectives of the individualized education program (IEP) of the child; and
- (8) information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request, and 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 assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the District.

If your child is LEP and has been identified for participation or is participating in the language instruction educational program, please contact English Language Coordinator, Dayanara Garcia or Dr. Lisa Urrea, at the main office for the above information that is specific to your child.

- **Right to Information Regarding the Professional Qualifications of Teachers and Paraprofessionals:** The NCLB grants parents the right to request information regarding the professional qualifications of the children's classroom teachers, including the following:
  - (1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - (2) whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
  - (3) 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; and
  - (4) whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information is available through the school site principal's office. The District will provide timely notice if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

- **Information on Child's Level of Achievement:** The District will provide timely information on the level of achievement of your child in each of the state academic assessments.
- **Homeless Liaison:** Homeless pupils have certain rights under California and United States law. For information concerning these rights, please contact the liaison for homeless children and youths, Dr. Lisa Urrea, Coordinator, who may be contacted at 909-446-1100.
- **Release of Pupil Information to Military Recruiters:** Please see entry under Pupil Records.

## Inland Leaders Charter Schools Annual Parent/ Employee Notification

Dear Parent or Guardian,

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product and will include the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides and their alternatives. We will send out Monthly notifications.

Parents or guardians may request prior notification of individual pesticide applications at the school site. Beginning August 20, 2014, parents will be notified by email at least 72 hours before pesticides are applied. If you want to be notified every time we apply a pesticide, please complete and return the form below and mail it to:

Inland Leaders Charter School

12375 California St.

Yucaipa, Ca. 92399

If you have any questions, please contact Dr. Lisa Urrea [lurrea@inlandleaders.com](mailto:lurrea@inlandleaders.com) or Joshua Osborn [josborn@inlandleaders.com](mailto:josborn@inlandleaders.com)

Inland Leaders Charter School

### Request for Individual Pesticide Application Notification

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be emailed before each pesticide application at this school.

Please print neatly

I would like to be notified of pesticide notification used at Inland Leaders Charter School

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student name \_\_\_\_\_ Teacher Name \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Day Phone:( ) \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Return to: School Office

### Inland Leaders List of Pesticides which MAY be used in the District

<b>Grounds:</b>		
<b>Name of Herbicide (Organic)</b>	<b>Active Ingredient(s)</b>	<b>Purpose</b>
Pro Spreador (Activator)	Surfactant	Activator/Weeds
Scythe	Pelargonic Acid	Weeds
Avenger	d-limonene	Weeds
<b>Name of Herbicide</b>	<b>Active Ingredient(s)</b>	<b>Purpose</b>
Coolpower	MCPA, Dicamba Triclopyr	Weeds (Broadleaf)
Embark	Diethanolamine	Weeds
Fusilade II	Fluazifop	Weeds
Pathfinder	Triclopyr	Weeds (Suckers)
Pendulum	Pendimethalin	Preemergent
Revolver	Formasulfuron	Weeds
Sedgehammer	Halosulfuron	Weeds
<b>Grounds:</b>		
<b>Name of Pesticide</b>	<b>Active Ingredient(s)</b>	<b>Purpose</b>
Amdro Pro (Fire Ants)	Hydramethylnon	Fire Ants
CB-80 Extra	Piperonyl Butoxide	Bees
Dimension Ultra 40WP	Dithiopyr	Insecticide
Extinguish (Fire Ants)	Methoprene	Fire Ants
Fumitoxin	Aluminum Phosphide	Gophers
Suspend SC	Deltamethrin	Ants/Roaches
Talstar	Bifenthrin	Insecticide / Ants
Wilco Type 1 Gopher Getter	Strychnine Alkaloid	Gopher
Wasp Freeze	d-trans Allethrin	Wasps
<b>Custodial:</b>		
<b>Name of Pesticide</b>	<b>Active Ingredient(s)</b>	<b>Purpose</b>
Alpine Dust	Dinotefuran	General Pest
Alpine Pressurized Insecticide	Dinotefuran	Flies and Bed Bugs
Alpine WSG	Dinotefuran	General Pest
Bora-Care	Glycol Borate	Termites
CB-80 Extra	Piperonyl Butoxide	Bees
Contac	Bromadiolone	Rodents
Essentria ICR	Rosemary Oil, Geraniol., Peppermint Oil	General Pest
Fastrac	400 Bromethalin	Rodents
Gentrol IGR Concentrate	Hydroprene	Roaches
Maxforce	Fipronil	Ants/Roaches
Niban	Orthoboric Acid	General Pest
Niban FG (Orthoboric Acid)	Orthoboric Acid	General Pest
Precor IGR Concentrate	Methoprene	Fleas
Temprid SC	Imidacloprid	General Pest
Termidor	SC Fipronil	Termites
Vikane	Sulfuryl Flouride	Termites
Wasp Freeze	D-Trans Allethrin	Wasps
WISDOM	Propylene Glycol	General Pest