



LEARNING
TO MAKE A DIFFERENCE

www.sanleandro.k12.ca.us

**Student
Parent/Legal Guardian
Handbook
2008-2009**

For a copy in Spanish, contact the school secretary.

Para una copia en español, llame a la secretaria de la escuela.



Mission

The mission of the San Leandro Unified School District is to educate students to achieve and demonstrate academic excellence and become confident, collaborative, and competitive in global society, by utilizing state-of-the-art technologies and innovative teaching strategies within a well-maintained, secure learning environment, in a region rich in heritage and diverse in culture, where we value our traditions while welcoming change.

Beliefs

WE BELIEVE THAT:

- All people can learn
- Every person has value
- Diversity enriches and strengthens our lives
- People have the right to make their own decisions
- Individuals are accountable and responsible for their behavior
- Helping others helps ourselves
- Individuals need to feel safe and secure within their community
- It takes a whole community to raise a child
- Respect for self and others is essential
- Self-esteem is essential for personal growth
- All individuals have the right to equal access to quality education



SAN LEANDRO UNIFIED SCHOOL DISTRICT

Christine Lim
Superintendent

ADMINISTRATIVE OFFICE
14735 Juniper Street, San Leandro, CA 94579
(510) 895-4199

July 2008

Dear Parents/Legal Guardians:

I welcome you to the 2008-09 school year. The San Leandro Unified School District staff is looking forward to another year of providing quality educational and enrichment programs for our students. This handbook, including the *Annual Notice to Parents* shall serve as the required notification to students and parents on specific education and government codes, and provide information about our District programs and policies. We ask that parents review these documents carefully and keep them as a reference throughout the school year. This information is also available in Spanish by contacting your child's school office.

You will find all the forms parents must review, sign, and return to the school on pages 46 and 47 of this handbook. Your signature is an acknowledgement that you have been informed of your rights.

This handbook is one method of communication, among many, that staff and I employ to keep you informed. Other methods include messages on the school menus, my articles in the San Leandro Times, updates to our new website—including ongoing Measure B updates—and other bulletins and letters you will receive throughout the year. We welcome your feedback, too, through phone calls or emails. There is a full staff directory on our website at www.sanleandro.k12.ca.us.

Again, we look forward to serving you and your child this school year.

Best Wishes,

Christine Lim
Superintendent

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SAN LEANDRO UNIFIED SCHOOL DISTRICT

2008-2009 CALENDAR

Traditional days	M	T	W	Th	F			Year Round
JULY	21	22	23	24	25	7/21-22	Staff Dev #1- #2, Year Round(No Students)	
	28	29	30	31		7/23	Planning Day #1 Year Round(No Students)	
						<u>7/24</u>	Year Round 1st Student Day	6/9
AUGUST					1			
	4	5	6	7	8	8/14	Back to School Night- Garfield	
	11	12	13	14	15	8/25 & 26	Staff Dev Day #1 - #2 Traditional (No Students)	
	18	19	20	21	22	8/27	Planning Day #1 Traditional (No Students)	
2 student/5 teacher	25	26	27	28	29	<u>8/28</u>	Traditional 1st Student Day	21/21
SEPTEMBER								
	1	2	3	4	5	9/1	Labor Day Holiday	
	8	9	10	11	12	9/18	Back to School Night Elementary	
	15	16	17	18	19	9/25	Back To School Night Middle School	
21/21	22	23	24	25	26			19/19
OCTOBER								
	29	30	1	2	3	9/29-10/17	Garfield Intersession	
						10/2	Back To School Night High School	
	6	7	8	9	10			
	13	14	15	16	17	10/20	Staff Dev Day #3 Year Round(No Students)	
	20	21	22	23	24	10/30	End of secondary 1 st grading period/Quarter	
23/23	27	28	29	30	31			9/10
NOVEMBER								
						11/7	End of Garfield 1 st Trimester	
	3	4	5	6	7	11/11	Veterans' Day Holiday	
	10	11	12	13	14	11/21	End of Elementary 1 st Grading Period	
	17	18	19	20	21	11/26 - 28	Thanksgiving Holiday	
16/16	24	25	26	27	28			16/16
DECEMBER								
	1	2	3	4	5	12/1-12/5	Parent conf: Trad-K-3	
	8	9	10	11	12	12/1-12/9	Parent conf: Trad-4-5	
	15	16	17	18	19			
	22	23	24	25	26			
15/15	29	30	31			12/22 - 1/2	Winter Recess Break	15/15
JANUARY				1	2			
	5	6	7	8	9	1/15	End of First Semester/Term	
	12	13	14	15	16	1/16	Planning Day #2 (No Students)	
	19	20	21	22	23	1/19	Martin Luther King Jr. Day	
18/19	26	27	28	29	30	1/20	Secondary 2nd Semester/Term Begins	18/19
FEBRUARY								
	2	3	4	5	6			
	9	10	11	12	13	2/13	Lincoln's Day Holiday	
	16	17	18	19	20	2/16	Presidents' Day	
18/18	23	24	25	26	27	2/20	End of Garfield 2 nd Trimester	18/18
MARCH								
	2	3	4	5	6	3/6	End of 2 nd Elementary Grading Period	
	9	10	11	12	13	3/23-4/10	Garfield Intersession	
	16	17	18	19	20	3/27	End of 3 rd Secondary Grading Period	
21/22	23	24	25	26	27	3/30	Staff Dev. Day #3 TRD/Cesar Chavez Student Hol	
	30	31						15/15
APRIL								
			1	2	3			
	6	7	8	9	10	4/6-4/10	Spring Break	
	13	14	15	16	17	4/23-5/18	STAR Testing Window	
	20	21	22	23	24			
17/17	27	28	29	30				14/14
MAY					1	5/13	Middle School Open House	
	4	5	6	7	8	5/14	High School Open House	
	11	12	13	14	15	5/21	Elementary Open House	
	18	19	20	21	22	5/25	Memorial Day Holiday	
20/20	25	26	27	28	29			20/20
JUNE								
	1	2	3	4	5	6/11	Last Day of School	
9/10	8	9	10	11	12	6/12	Planning Day #3 (No Students)	9/10

180 Student Days

186 Staff Days

Approved by the Board of Education: June 3, 2008

District Directory

San Leandro Unified School District 2008/2009

Site Name & Address	Administrator(s)	Office Staff	Office Hours & Information
Garfield Elementary School 13050 Aurora Drive 94577 618-4300 fax: 352-5399	Jan Nuño, Principal	Karen Hale Veronica Ochoa	Year-Round School: July 24 to June 12 Office open July 10 to June 26 8:00 AM to 3:30 PM
Jefferson Elementary School 14300 Bancroft Avenue 94578 618-4310 fax: 895-4161	Ruben Aurelio, Principal	Lupe Bender Denise Potestio	Traditional School Year: August 28 to June 12 Office open August 14 to June 26 8:00 AM to 3:30 PM
Madison Elementary School 14751 Juniper Street 94579 895-7944 fax: 895-7959	Garry Grotke, Principal	Carol Alvarez Shirley Harvey	Office open August 14 to June 26 8:00 AM to 3:30 PM
McKinley Elementary School 2150 E. 14th Street 94577 618-4320 fax: 895-7457	Geri Isaacson, Principal	Cynthia Sobrero Elaine Tesorero	Office open August 14 to June 26 8:00 AM to 3:30 PM
Monroe Elementary School 3750 Monterey Blvd. 94578 618-4340 fax: 614-0298	Queta Beltran, Principal	Laura Gomez Lee Wirt	Office open August 14 to June 26 8:00 AM to 3:30 PM
Roosevelt Elementary School 951 Dowling Blvd. 94577 618-4350 fax: 639-0832	Victoria Forrester, Principal	Chris Lucero Lynne Kruger	Office open August 14 to June 26 8:00 AM to 3:30 PM
Washington Elementary School 250 Dutton Avenue 94577 618-4360 fax: 895-4112	Tracey Lantz, Principal	Rita Kehoe	Office open August 14 to June 26 8:00 AM to 3:30 PM
Wilson Elementary School 1300 Williams Street 94577 618-4370 fax: 895-4179	Michael Walbridge, Principal Chanel King, Vice Principal	Donna McBride Rosie Garcia Stephanie Jimenez	Office open August 14 to June 26 8:00 AM to 3:30 PM
Bancroft Middle School 1150 Bancroft Avenue 94577 618-4380 fax: 895-4113 618-4381 - Attendance	Mary Ann Valles, Principal J.C. Farr, Vice Principal Jeannette McNeil, Vice Principal	Isabelle Rodrigues Ebado Ismail	Office open August 14 to June 26 8:00 AM to 3:30 PM
John Muir Middle School 1444 Williams Street 94577 618-4400 fax: 667-3545 618-4401 - Attendance	Belen Magers, Principal Lori Watson, Vice Principal Dann Bearson, Vice Principal	Zaira Duncan Bigda Valdez	Office open August 14 to June 26 8:00 AM to 3:30 PM
Lincoln Continuation High 618-4460 Lighthouse Independent Study 2600 Teagarden Street 94577 618-4450	Alexander Harp, Principal	Paula Crosetti	Office open August 14 to June 26 8:00 AM to 3:30 PM
Lincoln - fax: 614-2018	Lighthouse - fax: 667-3575		
San Leandro High School 2200 Bancroft Avenue 94577 618-4600 fax: 614-0986	Amy Furtado, Principal Linda Granger, Assoc. Principal Mike Hassett, Vice Principal Daniel Hillman, Vice Principal Ron Polk, Vice Principal	Claire McKean ext. 2162 JoEllen Thompson ext. 2322	Office open August 14 to June 26 8:00 AM to 3:30 PM
San Leandro Adult School 2255 Bancroft Avenue 94577 618-4420 fax: 352-2183 293-5352 Even Start 569-5327 Broadmoor 667-6287 Parent/Toddler	Susanne Wong, Principal Bradly Frazier, A.P. Rachelle Parham, Even Start Dale Gregory, Colleen Trujillo, Broadmoor Pre-School, Parent/Toddler Program	Toni Puell Calvin Chai	School Year: July 7 to June 30 Office open July 7 to June 30 8:30 AM to 3:30 PM

Offices, Divisions & Departments	Administrator & Staff	Office Staff	Building Hours & Information
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Superintendent's Office
667-3522 fax: 678-3503

Christine A. Lim, Superintendent

Linda Pollard

Hours: 8:00 AM to 4:30 PM

Educational Services
667-3538 fax: 297-6156

Cindy Cathey, Assistant Superintendent

Valerie Cunha

Hours: 8:30 AM to 5:00 PM

Curriculum & Instruction
667-3552 fax : 895-4160

Judith Cameron, Director
Felipe Ibarra, Director of Categorical Programs
Daniel Chaja, Asst. Director of Research & Program Evaluation

Marie Rivera
Diane Singer
Carole Kufeld
Margarita Alexander
Alfonso Corona

Hours: 8:00 AM to 4:00 PM

Special Services
667-3507 fax: 614-1075

Katherine Piccus, Director
Thomas Anderson, Asst. Director
Samuel Goldman, Program Coordinator

Colleen Hess
Theresa Gonzalez

Hours: 8:00 AM to 4:00 PM

Student Support Services
667-3503 fax: 297-0508

Vacant, Director
Ali Cannon, Grant Coordinator (ASES program #667-6223)

Josie Hamilton
Alicia Farfan
Consuelo Zuluaga

Hours: 8:00 AM to 4:30 PM

Health Services
667-3551 fax: 297-0508

Sue Blevins, School Nurse
Maureen Shapiro, School Nurse

Gayle Ferrea

Hours: 8:00 AM to 3:30 PM

Human Resources

667-0538 fax: 297-6153

Byron Isaac, Assistant Superintendent

Laura Aguayo-Guevara
Mary Patterson
Patricia Araque
Janice Pontes

Hours: 8:00 AM to 4:00 PM

Business Services

667-3506 fax: 895-4159
667-3501
667-3512

Song Chin-Bendib, Assistant Superintendent
Madeline Gable, Director of Bus. Services
Merites Fermin, Accounting Manager
Kathy Lan
Dorothy Morgan-Carney
Kathy Doll
Juanita Oyola
Vonalee Tageson

Sukhi Khaira

Jennilee Ngor
Gail Abbate
Teresa Zumbo
Karen Perez
Paul Nicovich

Hours: 8:30 AM to 5:00 PM

Technology

895-4133 fax: 895-4159

Ling King, Information Technology Administrator

Maintenance/Operations

618-4440 fax: 614-1816

Greg Dyer, Manager
Vacant, Supervisor

Dorothy Grushkowitz

Hours: 7:30 AM to 4:00 PM

Food Services

667-3554 fax: 667-3569

Aulani Cler, Director

Patti Senna
Joyce Forsse

Hours: 8:00 AM to 4:00 PM

BOARD OF EDUCATION - Public Information

Trustee Area 1

T.W. "Rick" Richards
Term: 2004-2008
335 Peralta Avenue
San Leandro, CA 94577
(510) 569-9405 (home)
rrichards@sanleandro.k12.ca.us
(e-mail)

Trustee Area 5

Ray Davis, President
Term: 2004-2008
2436 Fiji Way
San Leandro, CA 94577
(510) 483-4920 (home)
rdavis@sanleandro.k12.ca.us
(email)

Trustee Area 2

Pauline Cutter, Clerk
Term: 2006 - 2010
234 Sunnyside Drive
San Leandro, CA 94577
(510) 569-7797 (home)
prcutter@comcast.net (e-mail)

Trustee Area 6

Lisa Hague, Vice President
Term: 2006-2010
3670 Carrillo Drive
San Leandro, CA 94578
(510) 352-5653 (home)
lhague@sanleandro.k12.ca.us
(email)

Trustee Area 3

Linda Perry
Term: 2004-2008
1527 139th Avenue
San Leandro, CA 94578
(510) 667-3522
lperry@sanleandro.k12.ca.us
(email)

Trustee At Large

Stephen Cassidy
Term: 2004-2008
776 Bridge Road
San Leandro, CA 94577
((510) 667-0860 (home))
scassidy@sanleandro.k12.ca.us
(e-mail)

Trustee Area 4

Mike Katz-Lacabe
Term: 2006- 2010
46 Estabrook Street
San Leandro, CA 94577
(510) 483-4005 (home)
mkatz@sanleandro.k12.ca.us
(e-mail)

CURRICULUM AND INSTRUCTION

1. Curriculum Content Standards

San Leandro Unified School District Board of Education has officially adopted the California Department of Education (CDE) content standards in Mathematics, English-Language Arts, English Language Development, Science, History-Social Science and Physical Education. In addition, the Frameworks and challenge standards from the CDE serve as guidelines for San Leandro standards in other curricular areas.

Grade level standards outline specific areas of knowledge and skills that students should have learned by the end of the school year.

Each Fall, parents/legal guardians receive copies of grade level standards in English/Language Arts and Mathematics. Standards are also available on the CDE website: <http://www.cde.ca.gov>. Websites can be accessed on computers at San Leandro Public Libraries.

2. Report Cards

Report cards are a tool for teachers to communicate to parents/legal guardians their child's progress toward meeting grade level content standards.

ELEMENTARY: Elementary students receive report cards three times a year. Students receive progress reports mid-way through each trimester period if they are not making acceptable progress in any particular subject.

SECONDARY: Middle and high school students receive report cards four times a year, twice per semester (approx. every nine weeks). Additionally, students receive progress reports mid-way through each grading period (approx. every 4.5 weeks) if they are not making acceptable progress in any particular course.

3. California English Language Development Test (CELDT)

All English Learners are given the California English Language Development Test. English Learners are tested initially upon their enrollment in San Leandro schools and annually thereafter. This testing is mandated by the State; parents do not have the option to waive this requirement. The results are used for appropriate program placement of students. Additionally, District and school site staff use the results to analyze the District and site English Learner programs and make necessary modifications to ensure that all students obtain proficiency in English.

4. State Standardized Testing & Reporting (STAR):

In the spring of each year, **all** students in grades 2-11 are required to take the state mandated achievement tests as part of the State's Standardized Testing and Reporting Program (STAR). Standardized assessment scores are received at the district office at the beginning of the following school year and are sent to parents/legal guardians within 20 working days.

These test scores are used, along with other ongoing assessments and achievement data, to assess individual student achievement and the quality of instructional programs. Parents and teachers can use individual scores to monitor the progress of their students. For more information about the assessments that will be used with your child, please talk with his/her teacher. Information on the state testing program in general is posted on the CDE website.

5. District Benchmark Assessments:

In addition to the annual STAR test, District Benchmark Assessments are currently administered to students in grades K-10 in one or more of the following areas: Mathematics, English-Language Arts (ELA), and Writing. District Benchmark Assessments are given each trimester at the elementary level, and quarterly at the middle school level. Currently the ELA Benchmark Assessments are given three times at the high school level in grades 9 and 10. District Benchmark Assessment results are used to determine student progress and may be considered in student course placement. For more information regarding District Benchmark Assessments, contact your child's teacher.

6. Promotion/Retention Requirements

The San Leandro Unified School District Board of Education has adopted a Pupil Promotion/Retention Policy that is in compliance with legislation passed in January of 1999 (AB1626) that ended "social promotion". This policy requires that students meet minimum grade level standards to be promoted to the next grade. Each school site is required to provide intervention programs for students who are not making adequate progress toward grade level standards and are at risk of retention. The Pupil Promotion/Retention Policy can be obtained from your school or the district office. Kindergarten and first grade students may only be retained on a case-by-case basis with the consent of their parent or legal guardian.

7. High School Graduation Requirements

General Requirements

Students must successfully complete the high school course and exit exam requirements listed below in order to graduate with a high school diploma. Math must, at a minimum, include passing Algebra I or the equivalent.

San Leandro High	Credits Required			
	2009	2010	2011	2012
Class of:				
ENGLISH	50	50	50	40
MATH	20	20	20	20
SCIENCE	20	20	20	20
SOCIAL STUDIES	30	30	30	30
FINE ARTS/ FOREIGN LANGUAGE	10	10	10	10
PE	20	20	20	20
PRACTICAL/ VOCATIONAL EDUCATION	10	10	10	10
ELECTIVES	95	75	65	65
HEALTH & SAFETY	5	5	5	5
TOTAL	260	240	230	220

Lincoln Continuation	Credits Required			
	2009	2010 same	2011 same	2012 same
ENGLISH	40			
WORLD CIVILIZATION	10			
US HISTORY	10			
GOVERNMENT	5			
ECONOMICS	5			
MATHEMATICS	20			
LIFE SCIENCE	10			
PHYSICAL SCIENCE	10			
FINE ARTS/FOREIGN LANGUAGE	10			
PRACTICAL ARTS	10			
PE	20			
HEALTH & SAFETY	5			
NON DEPARTMENTAL	45			
TOTAL	200			

State High School Exit Exam (CAHSEE): In addition to successfully completing the high school course credits above, students must meet the California High School Exam requirement in order to receive a high school diploma. Several opportunities will be provided to pass the CAHSEE before graduation. See below for more details on the CAHSEE.

Algebra requirements: All students must complete an Algebra I course or the equivalent in order to graduate.

8. California High School Exit Exam (CAHSEE):

In addition to successfully completing the high school course credits above, California State Law requires all students to pass the California High

School Exit Exam (CAHSEE) requirement in order to receive a high school diploma. The primary purpose of the CAHSEE is to significantly improve student achievement in public schools and to ensure that students who graduate from public high schools can demonstrate grade level competency in reading, writing, and mathematics. The CAHSEE helps identify students who are not developing skills that are essential for life after high school and encourages school districts to give these students the attention and resources needed to help them achieve these skills during their high school years.

The CAHSEE has two parts: English-Language Arts (ELA) and Mathematics. The ELA part addresses state content standards through grade ten. In reading, this includes vocabulary, decoding, comprehension, and analysis of information and literary texts. In writing, this covers writing strategies, applications, and the conventions of English (e.g. grammar, spelling, and punctuation). The mathematics part of CAHSEE addresses state standards in grades six and seven and Algebra I. The mathematics section includes statistics, data analysis and probability, number sense, measurement and geometry, mathematical reasoning, and algebra. Students are also asked to demonstrate a strong foundation in computation and arithmetic, including working with decimals, fractions, and percents.

According to current regulations, all public high schools will provide six to eight opportunities for students pass CAHSEE before graduation. San Leandro Unified School District offers the following eight opportunities for students to meet the CAHSEE requirement:

- Grade 10 students will be given one opportunity to take CAHSEE in the spring of their sophomore year. The grade 10 CAHSEE administration is considered by the state of California to be the Census administration. All grade 10 students must take the CAHSEE during the census administration, unless they are absent or are a retained grade ten student who previously passed CAHSEE.
- Grade 11 students will be given two additional opportunities during their junior year to take any part of the CAHSEE not previously passed.
- Grade 12 students will be given five additional opportunities to take any part of the CAHSEE not previously passed. The first of these five opportunities is given in July 2008 to seniors enrolled in summer school.

All students are encouraged to take and pass the exit exam as soon as possible. Students and their parents or legal guardians will receive exit exam results approximately eight weeks after testing is

completed. Students who do not pass one or both sections of CAHSEE may have additional opportunities to test as described above. In addition, students may elect to receive additional instruction, if needed, to help ensure success on the next CAHSEE administration. Students who have not successfully passed the exit exam are encouraged to take advantage of the various intervention programs that are available both during and after school. Seniors who have not met the CAHSEE requirement may enroll in a CAHSEE support class until they have passed.

Senior students, who earn all course credits to graduate but have not met the CAHSEE requirement by the end of their senior year, may be able to participate in the graduation ceremonies and receive a certificate of completion. These seniors may be provided one final opportunity to pass CAHSEE at San Leandro High in July 2009 by enrolling in the high school summer school program following their senior year. Students who do not pass CAHSEE by the July 2009 administration may elect to enroll at San Leandro Adult School to receive CAHSEE instructional services and/or finish their high school graduation course requirements.

A student, who has enough credits to graduate from San Leandro High School or Lincoln Continuation High School but has not met the CAHSEE requirement, may enroll in CAHSEE support classes at San Leandro Adult School for up to two years following completion of grade 12 or until passing both sections of the CAHSEE. Upon passing both sections of the CAHSEE within this two-year time period, the student would be entitled to a diploma from their respective high school.

Pursuant to California Education Code section 37254, all students are eligible for assistance in preparing for the CAHSEE after grade 12.

- Pupils, including English learners, who have not passed one or both parts of the California High School Exit Examination (CAHSEE) by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first;
- English learners, who have not passed one or both parts of the CAHSEE by the end of grade 12, are entitled to receive services to improve English proficiency as needed to pass those parts of the CAHSEE not yet passed for up to two consecutive years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first; and
- Pupils, who have not passed one or both parts of the CAHSEE by the end of grade 12, have the right to file a complaint regarding intensive instruction

and services under the Uniform Complaint Procedures if he or she was not provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they pass both parts of the CAHSEE, whichever comes first.

If you have any questions about eligibility for services, wish to obtain services or wish to file a complaint regarding services, please contact:

Cindy M. Cathey,
Assistant Superintendent, Educational Services
510 - 667-3538
14735 Juniper Street,
San Leandro, California 94579

Additional questions regarding CAHSEE may be directed to the school office or check the CDE website.

EDUCATIONAL PROGRAMS

1. Special Education

According to state and federal law, all special education students, are entitled to a free and appropriate public education in the least restrictive environment. To ensure that this right is protected, special instructional and support services are available to students with physical, cognitive, learning, and emotional disabilities.

The overriding mandate in assessing need and delivering services is that the student should be taught in the "least restrictive environment." Therefore, when a student is referred for Special Education, every effort is made to keep the student in the general education program.

The process by which a student is referred and evaluated is established by federal and state law and district policy, and involves a series of steps.

A full continuum of placement options is available to Special Education students, based on assessed need. Services are delivered within the general education program or in specialized settings as determined by a multidisciplinary team based on the student's age and the nature and severity of the disability. Related services are also provided by specialists as deemed necessary by the Individualized Education Program (IEP) planning team.

2. English Language Learners

San Leandro Unified School District is proud of the 39 plus languages spoken by students in our District. San Leandro offers a variety of programs at all levels that maximize opportunities for academic and social success for English Language Learners.

Teachers have been trained to deliver curriculum that is of high quality and research based. Additionally, each English Learner student is given the California English Language Development Test (CELDT) upon entry into the District and annually thereafter to better enable teachers and staff to meet their needs. Students are placed in programs according to their proficiency level in English. These programs are in full compliance with the law. Parents have the option of signing a waiver if they do not want any of these programs for their child.

- An English Language Mainstream Program is a program for students who are either native English speakers or have already acquired fluency in English. Instruction is provided in English.
- A Structured English Immersion Program is for students at beginning levels of acquiring English. The language of instruction in this program is overwhelmingly English. All English Learners receive daily instruction specifically to develop their English Language Development (ELD). The classroom teacher has the credentials to provide ELD and sheltered instruction in the core content subjects (literature, history, science and math). Whenever possible, teachers and instructional aides provide primary language support to assist students in accessing the core curriculum.

At the middle and high school levels students in grades 6-12 receive one period of daily English Language Development in a classroom setting, according to their level of English language proficiency. They also receive sheltered instruction in other core subjects. A primary language instructional assistant and/or tutor provide additional support for students in all grades when possible. Students who are non-English speaking are given priority for support from primary language instructional assistants.

- Parents of elementary students whose home language is Spanish may choose the Parent Waivered Alternative Bilingual Program. This program is offered at Jefferson, Washington and Wilson schools. This program offers academic instruction in both English and Spanish according to the district adopted bilingual matrix. The goal of both these programs is for students to be bilingual and bi-literate. Participation and enrollment in this alternative language program is based on the approval of the Parent Exception Waiver, which is available at the school sites.

3. Program Improvement Schools

Under No Child Left Behind, if a school fails to make adequate yearly progress (AYP) for two consecutive

years, the school is considered a Program Improvement School. To make adequate yearly progress, districts, schools, and all numerically significant subgroups within the district and schools must:

- Meet annual measurable objectives (AMOs) in reading/language arts and mathematics
- Demonstrate a 95% participation rate on assessments in reading/language arts and mathematics
- Demonstrate progress on the Academic Performance Index (API), which is an additional indicator for AYP
- Demonstrate progress on the graduation rate of its students (grades 9-12 only)

Any school that has been identified for Program Improvement must promptly notify parents as follows:

- 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 LEA and the State educational agency involved;
- The reasons for the identification and an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- An explanation of what the LEA or State educational agency is doing to help the school address the achievement problem;
- 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
- An explanation of the parents' option to transfer their child to another public school, with transportation provided, or to obtain supplemental educational services for the child, as applicable.

If a school is in year three or four of Program Improvement, other measures take effect.

4. Title I Program

Title I is federal funding assigned to schools based on the number of low-income families in the District. These funds are allocated to five elementary schools based on the number of students receiving free and reduced lunch. Once funds are received schools must use them to support students who are academically under-performing. Students are identified as needing Title I services based on multiple academic assessments, including individual reading assessments, District developed math assessments and State mandated STAR tests.

Title I funding supports students' academic achievement by providing extended day programs,

teacher specialists, staff development, instructional assistants, tutors, materials and other valuable resources.

Title I - Parent Involvement

Parent involvement is a key component to the success of the District's Title I programs. Title I schools hold an annual parent meeting to review the programs for the year and to seek input into future programs based on student needs. In accordance with the law, the District uses Title I funds to address the following:

- Program information (i.e., content standards, assessments, monitoring student achievement, working with educators)
- Materials/training (e.g., literacy, technology)
- Train educators to work with parents
- Coordinate training with preschool program
- Establish a district Parent Involvement Policy
- Establish parent compacts
- Provide parent conferences for elementary students

5. Gifted and Talented Education (GATE)

The District receives a limited amount of special funding for students who have been identified as qualifying for the GATE program. All SLUSD students are tested in the fall of third grade to determine GATE eligibility. Students entering the district in grades 4-8 will also be tested to determine GATE eligibility. After grade 8, a student may be tested by parent or legal guardian request or teacher referral. GATE qualification may be determined by a high score on the district GATE test, currently the Raven Progressive Matrix Test, or by multiple measures that include the district GATE test, standardized test scores, and teacher evaluation.

Each school site appoints a GATE facilitator to coordinate the school's GATE program. Teachers of GATE students use many strategies to differentiate instruction such as tiered activities, flexible grouping and a combination of both to deliver instruction that is challenging and exciting to GATE students. When GATE students reach high school, they may choose from a broad range of Advanced Placement and Honors courses.

Beginning with the 2008-09 school year, GATE identified students will have the following grade level expectations to help GATE students achieve at their potential:

- Grade 3 will develop cooperative learning skills,
- Grade 4 will develop organizational skills,
- Grade 5 will develop time management and personal accountability skills,

- Grade 6 will continue to develop organizational skills with an emphasis on the need of the secondary student,
- Grade 7 will develop note taking skills,
- Grade 8 will develop awareness and practice of exceptional quality work on all academic assignments.
- Gifted students at the high school will be given the opportunity to enroll in Honors and Advanced Placement programs to make them competitive candidates for 4-year college enrollment.

Each school site has a GATE Advisory Council consisting of parents and teachers who give input and guidance to the school site GATE program. In addition, there is a district GATE Advisory Committee, consisting of one parent and one staff representative from each school site, which provides input and guidance to the overall district program. The district GATE Advisory Committee meets three times a year to discuss issues related to the GATE program and helps to ensure successful implementation of the district GATE plan. Parents interested in joining their school site GATE Advisory Council or the district GATE Advisory Committee, should contact the GATE Facilitator at their child's school. For more information regarding the GATE program contact your child's teacher or Educational Services at 667-3533.

6. Music

Once a week Elementary students receive instruction in music based on the California Visual and Performing Arts Standards. Classroom music classes are taught by a Music Specialist for 1st through 5th graders, and in 5th grade students have the opportunity to take instrumental music. The middle school music program is offered as an elective for students who wish to further develop their musical talents and perform in the orchestra or band. In addition, Muir Middle School offers a Mariachi band. At San Leandro High School students choose to participate in such classes as Choir, Notables, Wind Ensemble, Jazz Ensemble, and Orchestra. Our music program is supported by the community and also receives support from the Keep the Music Rockin' Foundation. Additional information about this program is available from your child's music teacher.

7. Visual Art

Once a week Elementary students receive instruction in Visual Arts based on the California Visual and Performing Arts Standards. Visual arts classes are taught by a Visual Art Specialist. Students learn artistic perception, creative expression, the historical and cultural context of works of art, aesthetic valuing, and connections, relationships, and applications between what has

been learned in the art room and other subject areas. Students regularly engage in art making and learn how to create artwork in a variety of different media. At the middle school level, visual art is offered as an elective and at the high school level students choose to participate in such classes as Drawing and Painting, Sculpture, AP Art, Studio Art and Digital Media.

8. Physical Education

Twice a week Elementary students receive instruction in Physical Education based on the California Physical Education Content Standards. Physical Education Classes are taught by a Physical Education Specialist. In the Elementary grades, physical education content is delivered incrementally to best enable student learning at the appropriate developmental level. The Elementary physical education program serves as the foundation for learning about physical education. At the Middle School level, content is consolidated and students' skills are refined, representing a natural progression of skill sophistication. At the High School level, students integrate what they know and what they can do from their previous physical education experiences. The high school program represents the culmination of physical education.

9. Family Life and Human Sexuality

Students, through various times in their education at the San Leandro Unified School District, will receive sex education instruction that is age/grade appropriate. The curriculum includes instruction on human sexuality, family life, Sexually Transmitted Diseases, pregnancy prevention, including abstinence, and HIV and AIDS prevention education. As provided for in Section 51550 of the Education Code, parents/legal guardians will be provided written notification prior to the instruction taking place and have the opportunity to view materials and/or request that their child not participate. Complete Education Code text regarding these issues can be found in the Annual Notice to Parents.

TECHNOLOGY

1. Technology Mission Statement

The Technology Department staff will maximize student achievement and facilitate employee effectiveness by providing a clear vision for the use of technology in the San Leandro Unified School District.

2. Acceptable Use Policy

The San Leandro Unified School District requires that all students and staff using District technology agree to the terms and conditions of the Acceptable Use Policy. Please review the policy with your child. It is important that students understand the policy,

as violation of the policy may result in disciplinary action against the student. No student or staff member will be allowed to use District computers unless a signed copy of the Acceptable Use Policy is on file.

PARENT/COMMUNITY, RIGHTS, INVOLVEMENT AND COMMUNICATION

Parents/legal guardians have a right to be informed about their child's academic achievement and may use this information to support student learning. The Board of Education encourages frequent communication to parents/legal guardians about student progress. Communication may include, but is not limited to, principal and teacher conferences, class newsletters, mail, telephone, and/or school visits by parents/legal guardians. As part of this communication, teachers shall send progress reports to parents/legal guardians at regular intervals and shall encourage parents/legal guardians to communicate any concerns to the teacher. In addition, the district shall send parents/legal guardians all notifications required by law.

To establish a long lasting partnership with parents, a school-parent compact is signed to outline how parents/legal guardians, the school staff, and student share responsibility for improved student academic achievement and the means by which the school and parents/legal guardians will guild partnerships to help students achieve state standards.

It is also important to note that student's grades, transcripts and diplomas can be withheld for property damage. Parents/legal guardians will be notified in writing of the student's alleged misconduct prior to the withholding of grades, transcripts and/or diplomas.

1. School Visitation

It is the policy of the Board of Education and the practice of District staff to encourage parents and other community members to visit school sites and classrooms to observe the work of the schools. The Board of Education and District staff believe there is no better way for the public to learn what the schools are actually doing.

All visitors to school sites must report to the school office when entering, and receive authorization to visit elsewhere in the school site. This authorization is required even if the parent/legal guardian and/or community member has been invited to a classroom or assembly program, because the office must be able to account for everyone on campus in an emergency.

To ensure minimum interruption of the instructional program and to maintain student confidentiality, visits to special education programs shall be arranged individually in appropriate programs. Requests to observe programs should be made to the specialist, the site administrator and/or special services administrator. An appropriate observation will be arranged.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and from loitering on grounds. Such persons will be prosecuted to the full extent of the law per Education Code section 32211 and Penal Code 653 (g) and 647 (b).

2. Parent Teacher Conferences

Formal Parent Teacher Conferences for Kindergarten through 5th grade students' parents/legal guardians will be held at the end of the first grading period. The purpose of this conference is to meet your child's teacher and understand grade level expectations and assessment. Parents/legal guardians are encouraged to request additional conference appointments with their child's teacher as the need arises. Conferences may be scheduled at the secondary level by contacting your child's teacher.

3. Back to School Night

Back-to-School nights are scheduled early in the fall (please refer to district calendar) at each school in San Leandro. Back to School Nights are opportunities for parents/legal guardians to meet their child's teacher, to get an overview of the grade level curriculum, and to meet other parents.

4. School Newsletters

Each school site has a weekly or monthly school newsletter. School newsletters provide parents/legal guardians with important information about upcoming school and district events, deadlines, and opportunities for parent involvement.

5. Parent Teacher Organizations

Many schools have parent organizations that support the schools via Parent Teacher Association (PTA), Parent Teacher Organization (PTO), Dad's Club, United Parents, Padres Unidos, and African American Parent Association. These organizations seek ways to enhance education for students.

6. School Site Committees

School Site Council (SSC)

The School Site Council represents all segments of the school community for the common goal of supporting student access to programs using School Based Coordinated Program Funds (Title I, School Improvement Program).

School Site Council membership includes the principal, teachers, classified staff, parents, other community representatives and students at the secondary level. Site elections for membership are held in the fall of every school year.

The SSC is required to develop an annual school plan with parents, staff, and students which provide for:

- Student achievement
- Special needs of identified students
- Staff development
- Program evaluation
- Program expenditures

Site Council meetings are open to the public. Decisions made by the council impact the school experience of all students.

English Learner Advisory Committee (ELAC):

State compliance regulations require that all schools with 21 or more English Learner (EL) students have a functioning English Learner Advisory Committee. This committee is comprised of parents of EL students, as well as the site principal and staff. This advisory committee meets monthly to accomplish the following mandates: to review the school plan for services to EL students, conduct a needs assessment, review the language census, and make parents aware of the importance of regular school attendance. Members of this committee represent the school on the District English Learner Advisory Committee (DELAC). Translation services for these meetings are available upon request to the site principal. For additional information contact your school principal.

District English Learner Advisory Committee (DELAC)

School districts with more than 51 English Learner students are required to have a District English Learner Advisory Committee (DELAC). This committee is comprised of representatives from each Site ELAC. District and community members advise the district and board regarding the English Learner Master Plan, needs assessment by site, district goals, objectives for English learners, language census (R30), parent notification letters, and waiver requests. Translation of these meetings is available in Spanish and provided in other languages on request. For additional information contact: Education Services 667-3529.

Gifted and Talented Education (GATE) Advisory Council (school level)

Each school site has a GATE Advisory Council consisting of parents and teachers who give input and guidance to the school site GATE program. For additional information contact your school's GATE Facilitator.

Gifted and Talented Education (GATE) Advisory Committee (district level)

The district GATE Advisory Committee consists of one parent and one staff representative from each school site and provides input and guidance to the overall district program. The district GATE Advisory Committee meets three times a year to discuss issues related to the GATE program and helps to ensure successful implementation to the district GATE plan. For additional information contact your school's GATE Facilitator or Educational Services at 667-3533.

School Advisory Committee (SAC)

State compliance regulations require that all school receiving state Economic Impact Aid (EIA) for State Compensatory Education (SCE) shall establish a School Advisory Council (SAC). The SAC includes broad representation of the parent population served by the school, to include socio-economic and ethnic groups represented in the school attendance area. The SAC must be composed of at least 51% parents of SCE eligible students. The school Principal may appoint persons to serve on the committee. The SAC meets quarterly and submits recommendations to the School Site Council (SSC) about the eligible students' needs and funding issues. The SAC will also monitor the implementation of the EIA-SCE program and reviewing the evaluation of the effectiveness of the EIA-SCE Program. Translation services for these meetings are available upon request to the school Principal. Contact the school principal for more information.

District Advisory Committee (DAC)

State compliance regulations require that a school district receiving EIA-SCE funding will establish a District Advisory Committee (DAC). DAC is comprised of a broad representation of the parent population served by the district to include socio-economic and ethnic groups represented in the district attendance area. DAC members are not elected, but schools will designate a representative from the SAC to the DAC. The DAC will have a majority in parents and will elect a chairperson. The DAC participates in the planning, implementation, and evaluation of the SCE programs in the district. The DAC advises the district in the development of its Intra-district Allocation Plan and reviews the Consolidated Application related to compensatory education. The DAC meets every quarter. Translation services for these meetings are available and can be requested through the district office. Contact the school principal or district office for further information.

7. No Child Left Behind (NCLB)

This law significantly changed many Federal education programs, including Title I. Districts are now required to annually notify parents of the following provisions of the law:

Teacher Qualifications

Parents have the right to annually request information regarding the professional qualifications of their child's teacher, including, at a minimum:

- Whether the teacher has met state credential or license criteria for grade level and subject matter taught
- Whether the teacher is teaching with an emergency credential or other provisional status
- The baccalaureate degree major of the teacher and any other graduate certification or degree held
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications

Additionally, paraprofessionals supported by Title I funds must meet the following criteria:

- Complete two years of higher education study, or
- Obtain an Associate's or higher degree, or
- Pass a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

8. Board of Education

Board of Education meetings are typically held on the first and third Tuesdays of the month. There are many ways to contact the Board of Education.

- Voice mail- 644-6550
- Email- BoardofEd@SanLeandro.k12.ca.us
- In writing: 14735 Juniper Street
San Leandro, CA 94579
- In person at the board meeting by filling out a speaker card prior to the meeting and giving it to the Board Secretary.

9. Web Site

The District web site is an information and resource tool. On the site you can find information about:

- School Sites
- Board of Education agendas and meetings
- Calendars
- Schedules
- Current issues and programs
- School Menu
- Employment opportunities
- Facility updates
- State and national resources for parents and students

Visit the web site often:

- www.sanleandro.k12.ca.us

10. Distribution of Materials

Any organization that wishes to distribute materials to students or staff must get prior approval from the Assistant Superintendent of Educational Services at least two weeks in advance. Every attempt should be made to provide the materials in multiple languages, primarily in Spanish and Cantonese.

11. Photo or Video Presentations

The school district occasionally shows students in photo or video presentations, which are intended for other than classroom use.

If the opportunity arises during the school year, we may photograph or videotape your child to publicize student accomplishments or school programs. In addition, we may use photographs or videotape on our Internet World Wide Website.

Please see the form on the last page if you DO NOT want your child included in photos/videos, and/or on the Internet.

12. San Leandro School Volunteers

One of the many ways in which the San Leandro community shows its support for its public schools is through the countless hours it gives to volunteering in the schools. Parents often volunteer in classrooms or serve in or other ways at their child's school, but many people from the broader community also volunteer. For more information contact your local school site. The school office will have the required volunteer registration packet and TB-test information, which are required.

13. Health Services

Immunization Requirements

All students must receive adequate immunizations prior to school admittance. Official verification of immunizations is required (i.e., clinic record, yellow immunization record). Dates must include specific month/day/year for each immunization.

Physical Exam

All students entering first grade are required to have a physical exam (valid exams up to 18 months prior to entry).

Dental Exam

All students entering kindergarten (or first grade if this is first year in school) are required to have a current dental exam.

Mandated Screenings

Vision and hearing screenings are done annually in grades K, 2, 5, 8, and 10. Mandated scoliosis screening is done on 7th grade girls and 8th grade boys. Parents will receive notification/ permission slips for scoliosis screening.

Medication at school:

Students who must take medication (prescribed or over-the-counter) at school must provide:

- Written statement from the student's physician detailing the medication, dosage and time to be taken.
- Written statement from the student's parent/legal guardian requesting that the prescribed medication be administered at school.
- Medication must be in a pharmacy labeled container.
- Medications should be delivered to the school by the parent/legal guardian or a designated adult.
- Medical Authorization forms may be obtained at any school office. Authorizations must be renewed annually.

14. California Healthy Kids Survey (CHKS)

The CHKS is a data collection system comprised of student (Grades 5, 7, 9, 11) and staff surveys (Grades 5-12) that enable our district to analyze the results to guide and develop effective health, prevention, and youth development programs. The survey is given every other year. It was administered in 2007-08 and will be administered again in 2009-10. The survey gathers information on behaviors such as physical activity and nutritional habits; alcohol, tobacco, and other drug use; school safety and environment; and individual strengths and assets. In addition, the survey is a powerful tool that helps schools to meet all the new assessment requirements of the *No Child Left Behind Act* for Title IV Safe and Drug Free Schools and Communities. Written permission is required for Grade 5. Grades 7, 9, and 11 require passive consent, which means parents/legal guardians inform the school only if they don't want their child to participate. Both forms are provided prior to conducting the survey.

15. Child Nutrition/Food Services

Child Nutrition Programs, administered by the United States Department of Agriculture (USDA), were developed to provide children access to nutritious food and nutrition education during the school day. Meals provided by the National School Lunch Program and School Breakfast Program must meet nutrition standards set by the USDA in order to qualify for federal reimbursement.

National School Lunch Program and School Breakfast Program

The San Leandro Unified School District takes part in the National School Lunch and School Breakfast Programs. Meals are served every school day. Eligible students may receive meals free or at a reduced price.

- Every student will receive an application for free and reduced-priced meals.
- Applications are valid for the school year.
- Students must reapply each year (one application per family).
- Applications need to be completed and turned into the School Office or the Food Services Department at the District Office.
- All applications are processed by the Food Services Department in a prompt manner.
- Notification of eligibility will be mailed to the home promptly.
- Applications are available at each school site in English and Spanish

Meal Prices

		Elem.	Middle	High
Breakfast	Full Price	\$1.00	\$1.00	\$1.00
Breakfast	Reduced Price	.30	.30	.30
Lunch	Full Price	2.00	2.25	2.50
Lunch	Reduced Price	.40	.40	.40

16. Drug Free Zone Ordinance

The District and the City of San Leandro adopted the Drug Free Zone Ordinance in 1993 enforcing the policy of no sale or distribution of drugs to children within 1,000 feet of district’s schools, and that increased penalties will be imposed for violators of this ordinance.

17. Tobacco Use Policy (BP 5131.62)

The Board of Education recognizes that tobacco use presents health hazards and desires to discourage students’ use of tobacco products. Students shall not smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or while under the supervision of district employees. Students who violate this prohibition shall be subject to disciplinary procedures that may result in suspension from school. All students shall receive instruction on the effects of smoking on the human body. Smoking cessation groups are held at San Leandro and Lincoln High Schools throughout the school year. Groups are open to any student who wishes to quit using tobacco.

DISCIPLINARY CODE INFORMATION

Peaceful conduct and good order are required of all students at schools and activities, and are essential to a good learning environment. It is against the law to interfere with the good order or peaceful conduct of school activities or to threaten any student or employee at any school site or on any district property. The principal or his/her designee has the

authority to determine whether any person has interfered with the good order or conduct of the school. A copy of uniform policies and procedures for student conduct and discipline (Board Policy 5144) is available from the Office of Student Support Services.

1. Grounds for Disciplinary Action

All students are subject to disciplinary action when involved in any of the acts listed below, while the student is on school grounds or at a school activity, during lunch time (on or off campus), or while the student is going to or coming from school or at a school activity. (Education Code Section 48900)

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense;
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind;
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, OR sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant;
- (e) Committed or attempted to commit robbery or extortion;
- (f) Caused or attempted to cause damage to school property or private property;
- (g) Stolen or attempted to steal school property or private property;
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel;
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity;
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia;
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties;
- (l) Knowingly received stolen school property or private property;
- (m) Possessed an imitation firearm;
- (n) Committed or attempted to commit a sexual assault;

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma;

(q) Engaged in, or attempted to engage in, hazing;

(r) A pupil who aids or abets in the infliction or attempted infliction of physical injury to another person.

2. Discipline by Teacher

For any acts of misconduct listed under Grounds for Disciplinary Action, a teacher may:

- Suspend any student from the teacher's class for the day and the next day following
- Keep a student after school for not more than one hour at the end of the school day
- Restrict recess time allowed to the student in elementary school
- Refer the student to the appropriate school administrator (Education Code Section 48910)

4. Disciplinary Actions for Special Education

Students, including pupils enrolled in special education programs or receiving educational services pursuant to Section 504, found to have committed any act of misconduct listed as grounds for disciplinary action may be suspended, involuntarily transferred to an opportunity or continuation school, or be expelled from school following a hearing.

4. Suspension

a) The principal, the principal's designee, or the superintendent of schools may suspend a pupil from the school for any of the reasons enumerated in Section 48900, and pursuant to Section 48900.5, for no more than five consecutive school days.

b) Suspension by the principal, the principal's designee, or the superintendent of schools shall be preceded by an informal conference conducted by the principal, the principal's designee or the superintendent of schools between the pupil and, whenever practicable, the teacher, supervisor, or school employee who referred the pupil to the principal, the principal's designee, or the superintendent of schools. At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense,

c) The principal, the principal's designee, or the superintendent of schools may suspend a pupil without affording the pupil an opportunity for a conference only if the principal, the principal's designee, or the superintendent of schools determines that an emergency situation exists.

"Emergency situation," as used in this article, means a situation determined by the principal, the principal's designee, or the superintendent of schools to constitute a clear and present danger to the life, safety, or health of pupils or school personnel. If a pupil is suspended without a conference prior to suspension, both the parent and the pupil shall be notified of the pupil's right to a conference and the pupil's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason, including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference.

d) At the time of suspension, a school employee shall make a reasonable effort to contact the pupil's parent or legal guardian in person or by telephone. Whenever a pupil is suspended from school, the parent or legal guardian shall be notified in writing of the suspension.

e) A school employee shall report the suspension of the pupil, including the cause therefore, to the governing board of the school district or to the school district superintendent in accordance with the regulations of the governing board.

f) The parent or legal guardian or any pupil shall respond without delay to any request from school officials to attend a conference regarding his or her child's behavior.

5. Grounds for Expulsion

Recommendation; Order by Governing Board

Section 48915.

(a) Except as provided in subdivisions (c) and (e), 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, unless the principal or superintendent finds 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 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, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(4) Robbery or extortion.

(5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to

subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) 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. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(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 a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

6. Contacting the Police

When students are alleged to have broken the law, school officials are obligated to contact police. Once reported, it is the responsibility of the police department to decide whether to investigate such matters.

7. Law Enforcement Investigations

Law enforcement officers have the right to come on campus to interview students who are suspects,

witnesses to a crime or victims of suspected child abuse. Parent/legal guardian permission to interview or remove a student from school is not required.

Law enforcement officers should notify school authorities before questioning a student or removing him/her from school.

School administrators should verify the officer's identity and credentials, the authority under which he/she acts and the reason(s) for the student's interview or removal. The officer may request help from school officials to accomplish his or her duty. While the student is being interviewed, schools officials do not have the authority or the right to be present. However, a student who is a victim of suspected child abuse shall be afforded the option of being interviewed in private or selecting any adult who is a member of the school staff, including any certificated or classified employee or volunteer to be present during the interview. In all other cases, the officer may, at his or her discretion, allow a school official to be present. (Penal Code 11174.3)

If a principal or school official releases a minor child to a peace officer for removal from a school, the school official must take immediate steps to notify the student's parent, legal guardian or responsible relative of the action and the place where the minor was taken. The only exception to this requirement is when a minor student has been taken into custody as a victim or suspected child abuse as defined in Penal Code Section 11165.6, or pursuant to Welfare and Institutions Code Section 305. (Education Code 48906)

In cases of suspected child abuse, school officials must provide the peace officer with address and telephone number of the minor's parent or legal guardian. The officer must immediately notify the parent or legal guardian that the minor is in custody and where he or she is being held. The officer may refuse to disclose this location for up to 24 hours if he or she has a reasonable belief that such a disclosure would endanger the safety or disturb the custody of the minor. However, the officer must inform the parent or legal guardian should the child require or receive medical or other treatment. The juvenile court must review any decision not to disclose the location where the minor is being held at a subsequent detention hearing. If the school receives inquiries from parents about the student's location, they are to be referred to the law enforcement agency that placed the student in protective custody.

8. Liability for Damages & Losses

According to state law, parents or legal guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, members of the school staff or school volunteers, or in damage to school property. The liability limits (\$10,000) prescribed by the Education Code may be adjusted by the superintendent of public section at a rate equivalent to the percentage change (implicit price deflator) established by the U.S. Department of Commerce [Education Code 48904(a) (2)]. They are also liable for:

- Any reward posted by the district for the apprehension and successful prosecution of any unemancipated minor for the offenses stated above (not to exceed the adjusted limit)
- All textbooks, technology equipment, musical instruments, or other school property loaned to the student and not returned.

The district may withhold from students and parents/legal guardians the grades, diplomas or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment or monetary damages. (Education Code Section 48904 and AR 5125.2)

9. Release of Student Directory Information

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

At the beginning of each school year, all parents/legal guardians shall be notified as to what categories of directory information the school or district plans to release, and to whom. The notification shall inform parents/legal guardians of their right of refusal to let the district release directory information and the period of time within which a parent/legal guardian must notify the district in writing that he/she gives permission for release. (Education Code 49063, 49073; 34 CFR 99.37) (cf. 5145.6 – Parental Notifications)

Under the **No Child Left Behind Act** military recruiters, employers, or institutions of higher education shall have access to a student's name, address and telephone number unless the parent/legal guardian or student over the age of 18 has notified the district in writing that such information **shall not** be released. (P.L. 107-110, 9528)

The district will distribute the Parent Consent Form as part of the Student/Parent Handbook which every student in the district will receive. The

parent/legal guardian consent form for release to the military is located on the back page of this booklet. Written permission to withhold a student's name, address, and telephone number must be returned to San Leandro/Lincoln High within 30 days of receipt of handbook or enrollment in the district. Based on its determination of the best interest of the student, the district may limit or deny the release of specific directory information to any public or private nonprofit organization. (Education Code 49073)

ATTENDANCE

Attending school between the ages of 6 and 18 is not only a basic right of every person, but is also a legal obligation. By law, parents/legal guardians are responsible for their children being in school every day during the school year. Compulsory school attendance laws provide all students of certain ages with the benefits of regular schooling, with certain exceptions: Absences allowed by law (Education Code Sections 46010 & 48290).

It is important for parents to let the school know whenever their child is absent. However, under law, an absence is considered "excused" only for the following reasons:

1. Illness
2. Health quarantine
3. Medical appointment or services
4. Attending the funeral of an immediate family member (three days are allowed for out-of-state funerals, otherwise one day is allowed).
5. Jury duty
6. Illness or medical appointment of the student's child
7. Justifiable personal reasons such as:
 - Court appearance
 - Observation of religious holiday or ceremony
 - Religious instruction release time (Ed. Code Sections 46010-46014). The student shall be excused for no more than four school days per month.
 - Attendance at religious retreats for not more than four hours during a semester
 - Attendance at an employment conference

A student absent for reasons allowed by law may complete missed assignments or tests that can reasonably be provided and will not have his/her grade reduced or lose academic credit if the assignments or tests are satisfactorily completed within a reasonable period of time.

Please note: Whether the absence is excused or unexcused the State of California only provides daily funding if a student is actually at school or on Independent Study.

PESTICIDE USAGE

Dear Parents, Legal Guardians and Staff Members
Re: Notice of Proposed Pesticide Usage 2008-2009

On September 15th, 2000 Governor Davis approved Assembly Bill 2260 which established the Healthy Schools Act of 2000. This act requires that the San Leandro Unified School District annually provide notification to all parents, legal guardians and staff of the names of all pesticide products expected to be applied at the school sites within the District during the upcoming year.

The San Leandro Unified School District is committed to providing our students and staff with a clean and safe learning environment. To that end, on occasion it may be necessary to treat for pests that could pose a safety or health concern if left uncontrolled. However, we always attempt to use the least toxic practical method of pest control for each situation. The District is anticipating the use of the following pesticide products in the coming year.

BRAND NAME	ACTIVE INGREDIENT
ASTRO INSECTICIDE	PERMETHRIN
AVITROL	4-AMINO-PRYVIDINE
COPPER GREENE	COPPER NAPHTHENATE
CYKICK	CYFLUTHRIN
ENFORCER WASP KILLS	TATRAMETHRIN & SUMITHRIN
GOPHA-RID	ZINC PHOSPHIDE
GOPHER BAIT	STRYCHNINE
INVADER	METHYLCARBONATE
KICKER/EXCITE-R	PYRETHRINS, PIPERONYL BUTOXIDE (TECHNICAL)
P.I.	PYRETHRINS, PIPERONYL BUTOXIDE (TECHNICAL)
PHOSTOXIN/FUMITOXIM	ALUMINUM PHOSPHIDE
PRECOR	METHOPRENE
PRECOR 2000 PLUS	METHOPRENE, PERMETHRIN PHENOTHRIN, MGK 264, PIPERONYL BUTOXIDE (TECHNICAL)
PREMISE 75 WP	IMIDACIOPRID
RODENT BAIT AG.	ZINC PHOSPHIDE
RONSTAR	OXADIAZON
ROUND UP PRO	GLYPHOSATE
SURFLAN	ORYZOLIN
SUSPEND SL	DELTAMETHRIN
TEMPO 20 WP	CYFLUTHRIN
TERMIDOR	FIPRONIL
TIM-BOR	DISODIUM OCTABORATE TETRAHYDRATE
TURFLON ESTAR	TRICLOPYR
WASP KILLER	CHLORPYRIFOS & ALLETHRIN

Information concerning any identified pesticide product or any active ingredients in the identified pesticide products may be obtained from the Department of Pesticide Regulation at 916-445-4300 or <http://www.cdpr.ca.gov>. If you desire actual notification of any individual pesticide applications at any school facility prior to such use, contact the district maintenance department for such notifications. Registrants shall receive notification of individual pesticide applications at least 72 hours prior to the application, whenever possible. Such notifications will include the product name, active ingredient and the intended date of application.

HARASSMENT POLICY

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person or at any school-related activity. Board Policy 5145.7 considers sexual harassment to be a serious offense. Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions
- Sexual slurs, leering epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, notes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching an individual's body or clothes in a sexual way
- Purposefully cornering or blocking normal movements
- Limiting a student's access to educational tools
- Displaying sexually suggestive objects
- Any act of retaliation against an individual who reports a violation of the District's harassment policy or who participates in the investigation of a sexual harassment complaint.

School administrators will determine the appropriate disciplinary action after considering the severity of the infraction, other factors such as age, health and maturation of the student, and all optional services and alternative measures designed to bring about proper conduct. If a sanction more severe than a five-day suspension is considered appropriate, the principal may recommend expulsion to the Student Discipline Hearing Panel. (Education Code Section 48900)

Complaint Process

Student should inform the person whose conduct is offensive that the behavior must stop. If confronting the accused is not practicable or if it fails to stop the behavior, students shall direct their complaints to the school Counselor, the Vice Principal or the Principal. The school official receiving the complaint shall conduct an investigation and take appropriate remedial action. If submitting the complaint to a school official is not practicable or if the student is not satisfied with the result, the student may appeal

to the Superintendent by filing a written complaint.

(Complaint forms are available in the Principal's office, Vice Principal's office and in the Office of the Assistant Superintendent for Educational Services).

The Superintendent or designee shall review the prior investigation, and the action taken and shall render a written decision within 10 working days from the date on which the complaint was received. Either of the involved parties may appeal the decision to the Board of Education by filing a written appeal. (Appeal forms are available in the Office of the Assistant Superintendent of Educational Services).

The Board shall review the prior investigation and the action taken and may conduct further inquiries. The Board decision shall be rendered in writing within 20 working days from the receipt of the appeal.

Enforcement

The Superintendent or designee shall take appropriate actions to reinforce the district's harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing staff in-service and student instruction or counseling
3. Notifying parents/legal guardians
4. Notifying child protective services
5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment, which he/she knew, was not true.

The complainant may appeal the District's final decision to the California Department of Education and has the right to file a civil action.

San Leandro Unified School District HARASSMENT COMPLAINT FORM		
Name of Complainant		Date
School/Department	Date of Incident	Time of Incident
Location of Incident		
1. Identify the offending person or persons.		
2. Give specific examples of offensive conduct. (If more space is required, please attach additional pages.)		
3. What remedy are you seeking?		
4. Describe, if any, the informal efforts you made to correct the situation described above (Item 2).		
I certify that the information I have given is true and correct. I authorize the San Leandro Unified School District to disclose the information I provide as it finds necessary in pursuing the investigation. The District will make every effort to maintain confidentiality and privacy to the extent the law allows.		
Complainant's Signature		Date
TO BE COMPLETED BY DISTRICT		
Date Received	By	
Date Resolved	By	

SAN LEANDRO UNIFIED SCHOOL DISTRICT
ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES
(For a complete copy of the Uniform Complaint Procedures,
refer to Board Policy and Administrative Regulations 1312.3)

The San Leandro Unified School District Board of Education recognizes that the District has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow the Uniform Complaint Procedures (UCP), as set forth in Board Policy and Administrative Regulation 1312.3, when addressing complaints alleging:

- Unlawful discrimination based upon against any protected group including ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability actual or perceived sex, sexual orientation, gender (including gender identity), 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 district program or activity that receives or benefits from state financial assistance.
- Failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, career/technical and technical education programs, child care and development programs, child nutrition programs and special education programs.

The Board acknowledges and respects student and employee rights to privacy. Therefore, discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties.

This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

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 a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Complaint Process:

1. **Informal Resolution:** Before initiating a formal complaint, an attempt may be made to informally resolve the issues through a discussion with the complainant and the relevant parties.

**SAN LEANDRO UNIFIED SCHOOL DISTRICT
ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES
(continued)**

2. **Formal Complaint:** If a resolution cannot be reached at the informal level, the complainant should submit a complaint form to the Assistant Superintendent, Educational Services
3. **Investigation:** The Superintendent or designee will investigate the complaint and provide a written report of the investigation and decision. The decision will contain the complaint, corrective actions (if any), rationale for such disposition, the right to appeal the decision to the Board of Education within five days and procedures for initiating an appeal, within 15 days of receiving the District's final written decision, to the California Department of Education.
4. **Appeals:** If the complainant disagrees with the written decision, he/she may appeal the decision to the Board of Education within 5 days of receiving the District's written decision.
5. **Discrimination Claims:** A complaint alleging discrimination must be initiated no later than six (6) months from the date when the alleged discrimination or violation of law occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination or violation of laws.
6. **Civil Law Remedies:** A complainant may also pursue civil law remedies, such as injunctions or restraining orders through local, state, or federal legal aid agencies, offices, local mediation centers, or public/private interest attorneys. Local agencies that may be able to offer assistance include the Alameda County Bar Association and the legal Aid Society of Alameda County. Complainants have a right to seek civil law remedies no sooner than sixty days have elapsed since filing an appeal with the California department of Education, with the exception of injunctive relief, for which the moratorium does not apply.

The complainant may also appeal the District's written decision to the California Department of Education within 15 days of receiving the final decision.

5. **Timeline:** The formal complaint process, including appeals to the Board of Education, shall be concluded within 60 calendar days from the District's receipt of the complaint, unless the complainant agrees in writing to an extension of time.

Complaints should be directed to:
Cindy M. Cathey
Assistant Superintendent,
Educational Services
San Leandro Unified School District
14735 Juniper Street
San Leandro, California 94579

This notice shall be distributed annually to parents/legal guardians in the District's Student and Parent/Legal Guardian Handbook. This notice shall also be distributed to all school sites, and district to office departments for distribution to students, employees, advisory committees, and other interested parties.

San Leandro Unified School District
**UNIFORM COMPLAINT PROCEDURES
 COMPLAINT FORM**

FOR OFFICE USE ONLY
Date Received: _____
Received by: _____
Log No. _____
Response Due: _____
Mailed to: _____
Date Mailed: _____
Copy filed by: _____

Please complete the following form if there is a complaint or charge against any school site, program or office. Submit this complaint form to the District Office, Assistant Superintendent of Educational Services, 14735 Juniper Street, San Leandro, CA 94579. The telephone number is (510) 667-3538, FAX (510) 297-6156. Expect a response within thirty (30) calendar days.

TO: Assistant Superintendent, Educational Services
 San Leandro Unified School District
 14735 Juniper Street
 San Leandro, CA 94579

FROM: _____
Name(s)

Address

Telephone Number(s)

Name of school, program or office against whom the complaint is directed:

 (A copy of the written complaint against an employee will be provided to the employee, except for sexual harassment and discrimination complaints.)

Nature of complaint:

MEDIATION: I have been offered and (accept/reject) _____ an opportunity for mediation for this complaint.

Please check next to the kind of complaint you are presenting:

- | Program: | and/or Discrimination on basis of: |
|---|---|
| <input type="checkbox"/> Adult Basic Education | <input type="checkbox"/> Ethnic Group Identification |
| <input type="checkbox"/> Program for English Learners | <input type="checkbox"/> Race |
| <input type="checkbox"/> Career Technical Ed. & Civil Rights | <input type="checkbox"/> Ancestry/National Origin |
| <input type="checkbox"/> Child Care and Development | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Child Nutrition | <input type="checkbox"/> Color |
| <input type="checkbox"/> Consolidated Categorical Programs | <input type="checkbox"/> Mental/Physical Disability |
| <input type="checkbox"/> Educational Equity | <input type="checkbox"/> Actual or perceived Gender |
| <input type="checkbox"/> Gifted and Talented Education (GATE) | <input type="checkbox"/> Actual or perceived Sexual orientation* |
| <input type="checkbox"/> State Compensatory Education (SCE) | <input type="checkbox"/> Actual or perceived Gender (including gender identity) |
| <input type="checkbox"/> School Improvement Program (SIP) | <input type="checkbox"/> Age |
| <input type="checkbox"/> Special Education | |
| <input type="checkbox"/> Title I – <i>No Child Left Behind</i> | OTHER: |
| <input type="checkbox"/> Safe and Drug Free Schools & Tobacco Use and Prevention Education (TUPE) | <input type="checkbox"/> Sexual Harassment |
| | _____ |

When did event(s) occur? Date(s): _____

Has charge or complaint been discussed with the school principal, employee or his/her supervisor?

To whom have you spoken? (Write name(s) in spaces provided.)

___ Director	_____	Date: _____
___ Principal	_____	Date: _____
___ Assistant Principal	_____	Date: _____
___ Counselor	_____	Date: _____
___ Teacher	_____	Date: _____
___ Supervisor	_____	Date: _____
___ Staff Member	_____	Date: _____
___ Other	_____	Date: _____

What was the result of the discussion?

If you desire a remedy or wish the District to take a particular course of action, please specify:

I understand that the District will maintain this information confidential, to the extent provided by law or collective bargaining agreement; that I will be protected from retaliation for filing this complaint; that the District may request further information about this matter; and if such information is available, I agree to present it upon request.

I believe that the foregoing is true and correct.

Signature: _____

Date: _____

Williams Uniform Complaint Procedures

The Williams Uniform Complaint Procedures were established to address school related issues that pertain to instructional materials, teacher vacancies and misassignment, and the condition of district facilities, and the opportunity to receive support to pass the High School Exit Exam for up to two years upon completion of grade 12. Students must have access to instructional materials, and the instructional materials must be in usable condition. A teacher must have credentials and training to teach English learners, and to teach classes in which they have subject matter competency. A district may not operate a facility that poses an emergency or urgent threat to the health or safety of students and staff. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12, are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.

Any person may file a complaint alleging a violation of any of the conditions listed above. If the complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing. [Please refer to Education Code 35186; or the Districts Administrative Rule 1312.4(a)].

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/LEGAL GUARDIANS:
COMPLAINT RIGHTS**

Parents/Legal Guardians, Students, Staff:

Education Code 35186 requires that you are notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
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.

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.

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.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. To file a complaint regarding the above matters, complaint forms can be obtained at the school's office, district office, or can be downloaded from the school district's or California Department of Education's website at <http://www.cde.ca.gov/re/cp/uc>.

Exhibit
version: March 1, 2005
version: July 26, 2007
version: May 6, 2008

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, ~~and~~ teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact Information:

Name: _____

Address: _____

Phone Number: *Day* _____ *Evening* _____

E-mail address, if any: _____

Location of the problem that is the subject of this complaint:

School: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: *Please check all that apply. A complaint may contain more than one allegation.)*

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681
 - A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - A student does not have access to instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)
- A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school 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.
 - A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20% English learners in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility conditions:
- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; or structural damage creating a hazardous or uninhabitable condition.
 - A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
 - The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restroom open during school hours when students are in classes. This does not apply when closing of the restroom is necessary for students' safety or to make repairs.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

(continued)

4. High school exit exam intensive instruction and services: (Education Code 35186)

- Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health and safety of students or staff.

Please file this complaint with the person specified below at the following location:

Your School Site Principal, or
Cindy Cathey, Assistant Superintendent of Educational Services
14735 Juniper Street, San Leandro, CA 94579

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

Exhibit
version: March 1, 2005
version: July 26 2007
version: May 6, 2008

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

SAN LEANDRO UNIFIED SCHOOL DISTRICT
STUDENT TECHNOLOGY USE POLICY

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. The principal shall ensure that all students receive copies of related district policies and regulations concerning technology use.

The principal or designee shall provide access to the district's computer technology and networks if the student and parent/legal guardian sign the district's user contract. As a result of a violation of any of the following, the principal or designee shall assign appropriate consequences that may include, but are not limited to, immediate revocation of computer technology and network access. Additional disciplinary action may also be imposed onto the student.

User Obligations and Responsibilities

Students signing the user contract (#6163.4) with necessary parent/legal guardian approval are authorized to use the district's computer technology and networks in accordance with user obligations and responsibilities specified below:

1. The computer technology and network shall be used only to promote the district's educational and business goals and purposes. Use of district resources and equipment for commercial, illegal, or political use is strictly prohibited. The district reserves the right to monitor its computer technology and networks for improper and/or inappropriate use.
2. Users shall not invade the privacy of others by attempting to read other users' mail or files; they shall not attempt to interfere with users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail.
3. The student in whose name an online services account is issued is responsible for its proper use at all times. Users shall keep personal account information private. They shall use the system only under their own account and identity.
4. Copyrighted material may not be placed on any district equipment or network without the author's permission. The copying, sharing or downloading of software must be in accordance with accepted agreements and copyright law.
5. Users shall not purposely search for, transmit, or create material that is unlawful, threatening, obscene, libelous, disruptive, or sexually explicit; of a nature likely to incite violence or hatred; or that could be construed as harassment or disparagement of others based on their race, religion, ethnicity, heritage, national origin, sex, sexual orientation, age, disability, or political and cultural beliefs.
6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law, district policy, site policy, or teacher-enforced rule.
7. Vandalism attempted or otherwise, will result in the immediate cancellation of user privileges. Vandalism includes, but is not limited to, hacking into computer technology and/or networks; and/or the transmission of viruses, "Trojan horses," spam/adware/spyware, or any other harmful data.
8. Users shall not use, produce, or distribute multiple copies of messages, documents, or files in a manner, which is illegal or causes degradation or damage to hardware, software, other documents, or the performance of networks.
9. Users shall not attempt to impersonate or represent another person, nor may users use the district's name, the name of district school sites or other facilities, or the district or school logos or symbols outside of the computer system in a manner that creates the false impression that the district sanctions such use. The district reserves the right to control the unauthorized use of its names, symbols, logos, or any other proprietary materials to the extent provided by law.
10. Users shall immediately report any security problem or misuses of computer technology or network to the teacher, principal, or designee.
11. Users may not use or alter any passwords, recognition codes, security devices or methods, data encryption, or physical locking devices, such as locks on any part of the district's computer technology and/or network, without the district's prior express written consent.
12. All World Wide Web ("Web") sites that users wish to place on the district's computer technology and/or network are subject to prior approval by the principal or designee. The principal or designee shall review and approve inclusion of links to any other sites included in a web site on the computer network. All web pages created by students and student organizations on the computer network will be subject to treatment as district-sponsored publications.
13. Users shall not publish images or names of students on The Web without written authorization from the student's parent/legal guardian.
14. Parents agree to hold the District and its Board Members, employees, and agents harmless in the event the child obtains access to controversial or inappropriate materials while using the computer technology and/or network.

San Leandro Unified School District
EMERGENCY STANDARD OPERATING PROCEDURES

Every school in the San Leandro Unified School District has a School Safety plan which is reviewed and updated annually. The procedures below provide general guidelines that are followed in the event of an emergency. However, each school has site specific procedures that may vary slightly from those procedures listed in this Handbook.

FIRE

- Evacuate the buildings immediately for any fire or suspected fire.
- Sound alarm if it has not already been done.
- Call 9-1-1**, identify problem, school building address and location of fire (if known).

Never attempt to fight a fire larger than a wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

Fire Extinguisher Instructions:

- P – Pull safety pin from the handle;**
- A – Aim at the base of the fire;**
- S – Squeeze the trigger handle;**
- S – Sweep from side to side.**

If your clothes (or someone else’s) catch fire, STOP, DROP AND ROLL!

- Upon arrival, the Fire Department will assume command.
- Principal will be accountable for teachers and school district staff. Teachers will be accountable for students.
- Notify Superintendent/Assistant Superintendent of incident.

EMERGENCY CAMPUS EVACUATION

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- Contact the superintendent to seek approval for a full site evacuation, closure and alternate site location.
- Cooperate with emergency authorities in enlisting student/staff with cars to help transport evacuees.
- Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

San Leandro Unified School District
EMERGENCY STANDARD OPERATING PROCEDURES

EARTHQUAKES

- Students and staff within buildings at the beginning of an earthquake should remain where they are, sitting or crouching below the level of desks and tables. When possible, movement should be away from windows and outside walls toward inner walls and doorways.
- Students and staff outside buildings at the beginning of an earthquake should immediately get as far away as possible from buildings and other elevated objects.
- Staff in portable classrooms should turn off heating and lighting units immediately.
- Students and staff in classroom(s) where hazardous chemicals or electrical service switch panels are present should vacate those rooms. Such classes include, but are not limited to, general science, chemistry, biology, electronics, power mechanics, metals and craft. Students and staff should move toward the interior of the building into the hall while avoiding those hallways where skylights are located and areas adjacent to the end of halls where glass is present. If safe to do so, move to cafeterias or gymnasiums.
- Students and staff in classrooms other than those above should remain where they are following an earthquake. When the ground stops shaking, class should evacuate building in an orderly manner following the fire evacuation route whenever possible.
- The school emergency plan shall be activated and employee response team leaders will report to the outside Command Post. The building shall remain evacuated until assessed to be safe by appropriate authorities

During an earthquake, the solid earth moves like the deck of a ship. The motion is frightening, but unless it shakes something down on you, it is survivable. **KEEP CALM!** Ride it out. Your chances of survival are excellent if you know what to do and have drilled and educated staff/students in advance. Be alert to signs of panic. Provide reassurance and stop rumors. **BE PREPARED FOR AFTER SHOCKS!**

AT POINT OF RECOGNITION OF AN EARTHQUAKE, ALL PERSONS SHOULD DROP, COVER AND HOLD.

- IF INDOORS**, do not leave the room.
- Stay away from windows, bookcases, file cabinets, heavy mirrors, and hanging objects that could fall. Also stay clear of doors.
- Stay under cover until the shaking stops.
- Hold onto the desk or table, if it moves, move with it.
- Mobility impaired (wheelchair bound) students and staff should be moved so that the seat of the chair is under a table and then instructed to put their heads down on the table and cover it with their hands.
- Remain covered until instructed to evacuate.
- Faculty should remain calm and in control.
- If you smell gas or hear a hissing sound, open a window and leave the building. Support Services/Custodian to contact utilities and/or utility shutoff.
- Check neighboring room to insure safety of colleague and return to your room.

EARTHQUAKES (continued)

- IF OUTDOORS**, stay in the open.
- Keep away from buildings, trees and electrical wires. Instruct students not to touch power lines or objects touched by the wires. (All wires should be treated as LIVE.)
- Remain outside until further notice. **IF ON A SIDEWALK** near a tall building, get into a building doorway to protect yourself from falling bricks, glass and other debris.
- IF IN AN ASSEMBLY**, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over.
- Check yourself and those around you for injuries.
- Give first aid to the injured.
- Principal or designee will direct students to pre-determined evacuation areas.
- Take student roster with you upon evacuation.
- Administrators will account for all staff. Teachers will account for all students.

**REMAIN CALM AND IN CONTROL.
ACTIVATE SCHOOL EMPLOYEE RESPONSE TEAMS!**

EVACUATION OF SITE FACILITIES

Emergency Building Evacuation

- Determine appropriate evacuation areas that have been pre-designated.
- Activate alarm/PA system or send message runner.
- Telephone emergency service personnel:
 - ✓ **9-1-1**
 - ✓ **Superintendent's office**
 - ✓ **Utilities**

Activate key personnel

- Attend to the injured.
- Assure complete evacuation and student/staff are accounted for.
- Secure school for specific emergency.
- Clear road/fire lanes for emergency vehicles (pre-assigned).
- Assure that injured student/staff are reported to medical services for care and transportation to hospital/emergency medical center.
- Provide a contact person for emergency services, District, utility and/or news media personnel and provide needed aid (pre-assigned).
- District employees to aid those from the emergency services, District, utilities and other authorities. Avoid entering damaged areas unless specifically asked.
- Assure the facility is thoroughly inspected by the custodian, fire officials and District Operation personnel before re-entry is allowed.
- Seek Superintendent or designee approval for school closure if damage cannot be immediately restored or repaired.
- If possible, have students/staff re-enter parts of the school that are declared safe.
- Make sure all students/staff are accounted for once outside.

EVACUATION OF SITE FACILITIES (continued)

In an Emergency Building Evacuation, all employees will:

- Upon emergency alert, secure work area and depart/report to assigned area.
- Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- DO NOT** re-enter the building without permission or request of emergency service authorities.
- Remain in the general assembly areas and calm student if not assigned another duty.
- If dismissed, inform Principal of departure.
- When signaled to re-enter safe areas of the school, quickly do so.
- Upon safe re-entry, report anything amiss to the Principal.

In an Emergency Building Evacuation, all teachers will:

- Upon alert, assemble students for evacuation using designated routes and account for all students
- Secure room.
- Leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- Upon arrival at the assembly area, account for all students.
- Secure medical treatment for injured students.
- Report any students missing or left behind because of serious injuries.
- Stay with and calm students.
- If closure is ordered with no re-entry, when advised, release walkers and car/passengers (unless drivers are needed to evacuate students from the site) accounting for those who have left. Stay with bus riders until buses arrive.
- If signaled to re-enter school, assure students do so quickly and calmly. Account for all students.
- Check room and report anything amiss to the Principal.
- Debrief students to calm fears about the evacuation.

EMERGENCY LOCKDOWN

If it is determined that the safety and health of the students and staff are in jeopardy, an announcement will be made to alert of potential danger. The Shelter-In-Place alert shall be given by the District.

The announcement will be: ALL STAFF IMPLEMENT SHELTER-IN-PLACE (or EMERGENCY LOCKDOWN). The message should be broadcast so that it can be heard in outside locations.

Emergency Lockdown

- Teachers should quickly check halls and get students into classrooms.
- Lock doors, close blinds.
- Teachers will keep all students in the classroom until the door is opened by the Principal or Police personnel.
- Teachers will maintain (as best they can) a calm atmosphere in the classroom, keeping alert to emotional needs of students.

EMERGENCY LOCKDOWN (continued)

- Staff without students will report to the office for instruction or as otherwise directed.
- Principal will operate the phones and radio. Other clerical staff will deliver messages as needed and work with Principal and Police Department.
- Staff will not evacuate or leave their assigned area unless authorized by Principal or Police Services.
- When the emergency is over, each classroom will be cleared.
- The Crisis Response Team will meet to determine needs of school.
- Each staff member will document exactly what occurred in their area of responsibility. This will be done as soon as possible.

SHELTER-IN-PLACE

Important Steps

- When instructed or when an alerting system triggers to shelter in place, please:
- SHELTER.** Go inside the nearest building or classroom and remain there. You are looking for enclosed protection from the outside.
 - Students should also be advised to do the following when possible:
 - ✓ Select rooms on higher floor levels and avoid basements.
 - ✓ Select an internal room or a room with as few windows as possible.
 - ✓ Choose a room with bathroom facilities and water. You may need to shelter in place for an extended period of time.
- SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible. Close curtains and then stay away from the windows.
- LISTEN.** Remain quiet to hear critical instructions from school officials.

ADDITIONAL STEPS FOR TEACHERS AND STAFF

When possible:

- Advise students to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.**
- A school official (or student if no official present) should close all vents and turn off ventilation systems.** The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.
- Turn off all motors and fans.** Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.
- Advise students to remain sheltered until the “all-clear” signal is given by a school or local official.**

ANNUAL NOTICE TO PARENTS/LEGAL GUARDIANS 2008-2009

DEAR PARENT/LEGAL GUARDIAN:

Section 48980 of the Education Code of California requires that notice be given at the beginning of the first semester or quarter of the regular school term to the parent or legal guardian of the minor pupils in the school district regarding the rights of the parent or legal 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 legal guardian to the school. Signature and return of the attached form is acknowledgement by the parent or legal 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 legal guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or legal guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or legal guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form.

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

STUDENT DISCIPLINE

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291): Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school. In addition, the following disciplinary information is provided to parents:

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

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

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

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

ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1): 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. (See page 22)

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 PUPIL DIRECTORY INFORMATION (EC §49073): 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.

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.

RELEASE OF INFO TO MILITARY SERVICES REPS / RELEASE OF TELEPHONE NUMBERS (EC §49073.5; 20 USC §7908(a)(2)): 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.

HIGH SCHOOL EXIT EXAM (EC §§48980(e) and 60850): Pupils completing the 12th grade will be required to successfully complete the high school exit exam. The exam may not be administered to students not receiving adequate notice.

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

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

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

providers, who have a legitimate educational interest in the educational record.

HEALTH SERVICES

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

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451): A child may be exempt from physical examination whenever the parents file a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

VISION APPRAISAL (EC §49455): The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 8th 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.

SCOLIOSIS SCREENING NOTICE (EC §§49451 and 49452.5): In addition to the physical examinations required pursuant to Sections 100275, 124035 and 124090 of the Health and Safety Code, the district 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.

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. 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. Contact your school office for the required forms.

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 and 48980.3): School districts are required to inform parents about the use of pesticides on school grounds. (See page 21)

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

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

STUDENT SERVICES

MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000): Children who will have their 5th birthday on or before Dec. 2 of the school year shall be admitted to kindergarten at the beginning of that school year. Students turning 5 after Dec. 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 English by being taught in 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.

STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS (EC §48980(k)): 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.

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, age, 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.

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

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

SEX / HIV / AIDS EDUCATION

INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION/HIV AND AIDS PREVENTION (EC §51938): 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.

HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240): 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.

SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES

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

Choosing a School Within District in Which Parent Lives:

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

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased", which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- 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 allowed, but did not require, each school district to become a “district of choice” – that is, a district that accepted transfer students from outside the district under the terms of the referenced Education Code sections. A district that has not chosen to be a “district of choice” prior to August 24, 2007, no longer has the option to become one. If the school board of a district decided to become a “district of choice” it 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 chose 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 §§46600 et seq.): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. 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:

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

Option 3: Parental Employment in Lieu of Residency Transfers (EC §48204(b)): If at least one parent or legal guardian of a student is physically 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(b) include:

- Either the district in which the parent or legal guardian lives or the district in which the parent or legal guardian 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 or legal guardian 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 or legal guardian 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 to establish alternative school programs in each district.

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

GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(j)): 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 text of EC §48205 attached.*)

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

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

NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c)): The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the start of school. (See page 5)

MISCELLANEOUS

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

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

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

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

NO CHILD LEFT BEHIND ACT OF 2001 (20 USC §§6301 et seq.): 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 without 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.

UNIFORM COMPLAINT PROCEDURES (5 CCR §4622): The district is required to annually notify parents, pupils, employees, district and school advisory committees and other interested parties in writing of its required Uniform Complaint Procedures. A copy of the district's policy is available upon request.

SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5):
Districts are required to provide safety regulations to all new students.

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.

EDUCATION CODE SECTION 48205

(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, optometric, 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 legal 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 therefore. 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 that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

SAN LEANDRO UNIFIED SCHOOL DISTRICT

Please sign and return this signature page to:

- **Elementary Level:** Child's Teacher
- **Middle School Level:** Homeroom/First Block Teacher
- **High School Level:** Attendance Office

STUDENT/PARENT HANDBOOK

Yes, I have received and reviewed the 2008-2009 San Leandro Unified School District Student/Parent Handbook and the accompanying 2008-2009 Parent Notification.

Student's Name (please print)

School

Grade

Teacher

Signature of Parent/Legal Guardian

Home Phone Number

Date

TECHNOLOGY POLICY

STUDENTS

I have read and understand the San Leandro Unified School District's "Student Use of Technology Policy." I will only use the District's computer technology and network as authorized by that Policy and as directed by a supervising adult. I understand the District will have access to my e-mail messages and user files.

Student's Name (please print): _____ Grade _____

Date: _____

Signature: _____

PARENTS/LEGAL GUARDIAN

I am the parent and/or legal guardian of _____. I have read and understand the San Leandro Unified School District's "Student Use of Technology Policy." I agree to comply with the terms and conditions of that Policy and to make every effort to ensure that my child will also comply with that Policy. I authorize my child to use the District's computer technology and network. I hereby release and hold harmless the District and its officers, Board Members, employees, agent, and any entity affiliated with the District, from and against any and all liability, loss, expense, or claim from injury or damages that my child may incur arising out of the use of the District's computer technology and/or network.

Parent/Legal Guardian's Name (please print): _____

Date: _____

Signature: _____

PHOTO OR VIDEO PRESENTATIONS

Please sign this only if you DO NOT want him/her photographed during school-related activities.

- I disapprove, please DO NOT photograph or videotape my child.
- Please DO NOT use photographs or videotapes of my child on the Internet World Wide Website.

Student's Name (please print)

Student's School

Grade

Student's Teacher (K-5th grade; Homeroom/First Block Teacher (6-8th grade)/High School: Attendance Office

Signature of Parent/Legal Guardian

Date

San Leandro Unified School District

REQUEST TO WITHHOLD DIRECTORY INFORMATION FORM
(High School Students)

Under the federal and state law, school districts are required to distribute lists of high school juniors and seniors (i.e., 17 years and older) with their names, addresses and telephone numbers to California colleges and universities, United States Armed Forces Recruiting Agencies, and other authorized agencies, as requested. However, the *Family Educational Rights and Privacy Act* and the *No Child Left Behind Act* mandate that parents be offered an option to withhold the release of this information each year. If you wish to withhold the release of your child's name, address and telephone number, you must complete the form below and return it to the school. Students who are over 18 may sign for themselves. The request to withhold the student information is applicable only to the current school year.

Please return the form below during registration or to the principal's office within 30 days of registration.

REQUEST TO WITHHOLD DIRECTORY INFORMATION

To: _____ Date: _____
School Name

Student Name: (Please print)	Date of Birth:	Grade
Address:	City:	Zip Code:
Home Phone Number:	Work or Cell Phone Number:	

1. _____ I do not wish to have any directory information of the student named above released to any individual or organization. (If you check here, DO NOT Complete Number 2.)
2. I do not wish to release the name, address and telephone number of the student named above to the agency or agencies I check below.

_____ United States Armed Forces (Military) Recruiting Agencies	_____ Colleges, Universities or Other Institutions of Higher Education
--	---

Signature of Parent/Legal Guardian
(if student is under 18)

Signature of Student
(if student is 18 or older)

Exhibit
reviewed: June 30, 2005
revision reviewed: June 20, 2006

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California