

# 2016 + 2017 FAMILY HANDBOOK



## QUICK REFERENCE GUIDE

Bridges Afterschool Program  
(916) 971-5933

Discovery Club Afterschool Program  
(916) 971-5980

Early Childhood Education  
(916) 979-8760

Family and Community Engagement  
(916) 971-7929

Health Services  
(916) 971-7643

Nutrition Services  
(916) 971-7026

Safe Schools TIPS line  
(916) 979-TIPS (8477)

San Juan Central Enrollment Center  
(916) 726-5826

San Juan Unified School District  
(916) 971-7700

Special Education  
(916) 971-7525

Transportation  
(916) 971-7076



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Albert Schweitzer / Andrew Carnegie / Arcade Fundamental / Arden / Arlington Heights / Bella Vista / Cambridge Heights / Cameron Ranch / Camp Winthers / Carmichael / Carriage Drive / Casa Roble Fundamental / Charles Peck / Cottage / Cowan Fundamental / Coyle Avenue / Del Campo / Del Dayo / Del Paso Manor / Deterding / Dyer-Kelly / Earl Le Gette / El Camino Fundamental / El Sereno / Encina Preparatory / General Davie Center / Gold River Discovery Center / Grand Oaks / Green Oaks Fundamental / Greer / Harry Dewey Fundamental / Howe Avenue / John Barrett / Kingswood / La Entrada / Laurel Ruff / La Vista Center / Lichen / Louis Pasteur / Mariemont / Mariposa Avenue / Marvin Marshall / Mesa Verde / Mira Loma / Mission Avenue / Northridge / Oakview Community / Orangevale Open / Ottomon / Pasadena Avenue / Pershing / Ralph Richardson Center / Rio Americano / San Juan / Sierra Oaks / Skycrest / Starr King / Sunrise Tech Center / Sylvan / Thomas Edison Language Institute / Thomas Kelly / Trajan / Twin Lakes / Whitney Avenue / Will Rogers / Winston Churchill / Woodside

## HOW TO USE THIS HANDBOOK

### As a Guide to District Resources

In San Juan Unified, we are proud to offer a wide variety of programs, specialized classes and student services delivered by high quality, caring staff. This handbook provides a preview of many of these programs and we welcome you to visit our campuses and offices to learn more about any of the programs you read about here.

### As a Reference of Rights and Responsibilities

In order to continue to grow as a strong school community, it is important our families and students are aware of their rights and responsibilities within San Juan Unified, as well as our district's responsibility as a partner in your student's educational experience.

### As an Overview of Campus Rules

Our rules and regulations have been established to protect the rights of all students and promote a safe learning environment. Students must be free to learn and teachers must be free to teach. Campuses may have additional guidelines for student dress and conduct. We thank you for working with us to ensure student and campus safety.

### As a Reminder of our Strength as a Community

San Juan Unified is a strong school community, working together to help our students meet their educational goals. We welcome your engagement in our district at every level.



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## Dear San Juan Unified Families,

Each year, public school districts in the State of California are required by Education Code section 48980 to notify students, parents and guardians of their rights and responsibilities. In addition, Education Code section 48982 requires that an acknowledgement of notification of these rights and responsibilities must be signed by the parent or guardian and returned to the school.

The required notifications can be found in this Family Handbook, which is also available online at: [www.san-juan.edu/handbook](http://www.san-juan.edu/handbook). Your signature on this notice is an acknowledgment that you have received our Family Handbook and have been informed of your rights, but the signature does not indicate consent to participate in any particular program has been either given or withheld.

Please review the contents of the Family Handbook with students and then complete the signature section below.

If you have any questions, please contact your student's school.

PLEASE COMPLETE THE SECTION BELOW AND RETURN TO THE SCHOOL SITE

SAN JUAN UNIFIED SCHOOL DISTRICT  
Parent/Guardian Acknowledgement of Notification of  
Rights and Responsibilities 2016-2017

Student Name	
Grade	
School	
Parent/Guardian Name	

### ACKNOWLEDGEMENT

I have been notified of my rights under Education Code section 48980. I sign this acknowledgement below on behalf of myself and the above named student. My signature does not indicate that consent to participate in any particular program has either been given or withheld.

Parent/Guardian Signature	
Date	



## Understanding Legal Codes in this Handbook

Many of the rights and responsibilities referenced in this handbook are based on legal mandates through the state and federal governments. While we have made an effort to explain these items in common terms, many of them are based on legal language contained in a variety of policy sources. The sources are referenced in parenthesis at the end of each relevant section. For your reference, here are the codes you will see in this handbook, along with the acronym that will be listed. Access to the source California or United States policies are available online by searching by the full source name and section number. San Juan Unified board policies and administrative regulations are available at [www.sanjuan.edu/boardpolicies](http://www.sanjuan.edu/boardpolicies)

Americans with Disabilities Act (ADA)

California Education Code (EC)

California Health and Safety Code (HSC)

California Penal Code (PC)

California Vehicle Code (VC)

California Code of Regulations (CCR)

Family Educational Rights and Privacy Act (FERPA)

San Juan Unified Board Policies (BP)

San Juan Unified Administrative Regulations (AR)

United States Code (USC)

## Common Core State Standards (CCSS): Challenging Our Students

The goal of these rigorous standards is to instill 21st century, higher-thinking skills that prepare all students for college and careers - as well as to succeed in a global economy and society.

**Thinking and writing:** Rather than memorizing and repeating facts, students are asked to show the evidence and reasoning that supports their thinking. They'll have to demonstrate this through clear, convincing writing.

**Not just worksheets:** Because students will be expected to demonstrate deep reasoning, homework assignments might be thinner but could take longer, as they require more analytical thinking and writing.

**Fact AND fiction:** Students will be reading a much greater proportion of nonfiction writing to supplement their work with fiction as they practice analyzing evidence to formulate arguments.

**Teamwork is key:** Collaboration is vital for success; no one works in isolation anymore. Students must learn how to express ideas, listen to each others' thoughts and integrate and evaluate information.

**Tests will challenge all students:** Computer-adaptive testing adjusts the difficulty of tests depending on which questions students answer correctly, getting progressively harder. This personalizes learning and pushes all students to grow academically.

**Some struggle is good:** Common Core State Standards encourage academic growth in all students, regardless of their starting points. That means all students will be challenged to stretch their learning.

## Message from the Superintendent

Dear San Juan Unified families,

Welcome to the 2016/17 school year! Our schools continue to educate and inspire students to succeed and contribute to our radically evolving world. We are proud that in the last few years we have been able to begin implementing changes that will help our students find even more success.

This year, class size reduction will reach the second grade at our elementary and K-8 schools. While many districts plan to reduce class sizes in only kindergarten through third grade, San Juan Unified will continue to reduce class sizes one grade level per year until we have reduced class sizes in kindergarten through sixth grade.

To ensure our students leave our schools ready for college and careers, our Board of Education has approved a change to our graduation standards. These new standards apply to the class of 2023 (this year's sixth grade students) and provide flexibility for students to customize their learning through courses that meet their individual learning needs whether they're preparing for college or direct entry into a career. Between now and 2023, our teachers and staff will be working to expand the number of courses our high school students can access that meet college entrance requirements, provide career-aligned instruction and help ensure success in all subject areas.

I also want to highlight that our schools have been working hard to ensure equity for our students so that each student can succeed. We'll continue this vital work by expanding opportunities for student voice, implementing restorative justice and other student-focused practices and assigning resources to meet the specific challenges that our students experience.

Thank you for being a part of our San Juan Unified family. Thank you for the support you give to our schools. And, thank you for everything you do to ensure your student's achievement each and every day. I encourage you to review this handbook to learn more about the programs, services and support available to help you and your student.



Kent Kern  
Superintendent of Schools

## BOARD OF EDUCATION

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Trent Allen, APR  
Senior Director  
Community Relations

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Senior Director  
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Transportation

Jon Cornelison  
Senior Director  
Technology

## Early Childhood Education

Our Early Childhood Education department offers a variety of programs to meet the needs of families and children on a variety of campuses.

### Infant/Toddler Program

- Provides child development and education services to infants and toddlers
- Promotes school readiness and family engagement
- Five centers and year-round home based services

### Preschool Programs

- Educates children ages 2.9 to 5 to think creatively, communicate effectively and problem solve collaboratively as 21st century learners
- Serves 1,400 children in 67 classes
- Includes school readiness education, family engagement and parent education
- Comprehensive health and mental health screening and services

For registration information, call (916) 979-8760, visit [www.sanjuan.edu/ece](http://www.sanjuan.edu/ece) or come to the office at 5309 Kenneth Avenue in Carmichael.

## Elementary School Choices

All San Juan Unified schools offer the same excellent curriculum for core subjects (English, history, math and science), require students to follow our behavior standards and welcome family involvement.

Beyond these similarities, each school has developed special programs and teaching strategies to meet the needs of students. Families may enroll their students in any school where there is space available. The best time to apply is during open enrollment which is December 5, 2016 through January 20, 2017.

Some of the special programs offered in elementary schools are listed in this section.

## Elementary Open Attendance Schools

The following schools do not have neighborhood attendance boundaries and all placements are through the annual open enrollment lottery or by intradistrict transfer based on space availability in the requested grade.

Cowan Fundamental School	(916) 575-2312
Dewey Fundamental School	(916) 867-2020
Green Oaks Fundamental School	(916) 986-2209
Cambridge Heights Open School	(916) 867-2000
Mission Avenue Open School	(916) 575-2362
Orangevale Open K-8 School	(916) 867-2067

Each school has a unique focus. Families are encouraged to research the programs through individual school websites and visit the school prior to open enrollment.

## Grade Level Groupings

Most elementary schools serve students through fifth grade, however there are some K-6 and K-8 environments.

### K-5 Campuses

Arlington Heights, Cambridge Heights, Cameron Ranch, Carmichael, Carriage, Cottage, Coyle Avenue, Charles Peck, Dyer-Kelly, Grand Oaks, Greer, Howe Avenue, Mariemont, Mariposa Avenue, Oakview, Ottomon, Pasadena Avenue, Schweitzer, Skycrest, Thomas Kelly, Trajan and Whitney Avenue. Students may choose sixth grade at nearby K-6 and K-8 schools or at a middle school setting through open enrollment.

### K-6 Campuses

Cowan Fundamental, Del Dayo, Del Paso Manor, Deterding, Dewey Fundamental, Earl LeGette, Green Oaks Fundamental, Mission Avenue Open, Northridge, Pershing and Twin Lakes.

### K-8 Campuses

Gold River Discovery Center, Kingswood, Lichen, Orangevale Open, Sierra Oaks, Starr King, Thomas Edison Language Institute and Woodside.

## Special Elementary Programs

### Transitional Kindergarten

The first year of a two-year kindergarten experience, Transitional Kindergarten is designed for students whose fifth birthday falls between September 2, 2016 and December 2, 2016. Students who turn 5 before September 2, 2016 must enroll in traditional kindergarten.

The following 16 sites offer Transitional Kindergarten:

Arlington Heights, Cameron Ranch, Carmichael, Cottage, Coyle Avenue, Del Dayo, Earl LeGette, Howe Avenue, Oakview Community, Ottomon, Pasadena Avenue, Skycrest, Thomas Edison Language Institute, Thomas Kelly, Twin Lakes and Whitney Avenue.

### Spanish/English Dual Language Immersion

This program is available at Thomas Edison Language Institute, offering a unique education model that builds student bilingualism and biliteracy. Students continue to learn standards-based content while they become fluent in two languages; linguistically and academically. Instruction is provided by highly-trained bilingual teachers who utilize standards-based content in both languages. Students use academic knowledge and skills in real world situations and diverse settings to develop positive self-esteem, confidence and respect for themselves and others. The program offers English speaking students an opportunity to learn Spanish and it offers native Spanish speakers a chance to acquire English while maintaining their home language. Students with a native language other than English or Spanish can also benefit from the program. For more information visit [www.sanjuan.edu/teli](http://www.sanjuan.edu/teli)

### Montessori

Our Montessori Program is available at Cottage Elementary School and offers students a broad academic education in the context of a carefully

planned, stimulating community and environment. The goal of Montessori education is to prepare children for a lifetime of creative thinking and learning. Our Montessori teachers are highly trained having both California state teaching credentials and Montessori teaching certificates. For more information visit [www.sanjuan.edu/cottage](http://www.sanjuan.edu/cottage)

### International Baccalaureate

Thomas Kelly Elementary School is an International Baccalaureate (IB) Primary Years Program (PYP) School. All students enrolled in the school strive to be open-minded inquirers and thinkers utilizing 21st century skills. The program encourages international mindedness, a positive learning attitude, lifelong learning, learning beyond traditional methods and emphasizes the development of the whole student - physically, intellectually, emotionally and ethically. Students residing both inside and outside of San Juan Unified boundaries are eligible to enroll at Thomas Kelly Elementary on a space available basis. For more information visit [www.sanjuan.edu/thomaskelly](http://www.sanjuan.edu/thomaskelly)

### Artful Learning

The Leonard Bernstein Center's Artful Learning model is available for all students at Ottomon Elementary School. This model emphasizes using the visual and performing arts to explore all academic subjects, provoke critical thinking and foster a love of learning. Teachers design units of study around a concept or central theme, a significant question that guides student inquiry, and a masterwork - a piece of art, sculpture, poem, song or other masterpiece that is revisited throughout the unit. In addition to experiencing the curriculum through the arts on a daily basis, students have the opportunity to participate in music, visual art, dance and body movement classes. Ottomon is the only school in the Sacramento region offering the Artful Learning model. Learn more at [www.sanjuan.edu/ottomon](http://www.sanjuan.edu/ottomon).

### Next Generation Science

A focus on science and engineering is available at Pasadena Avenue Elementary School. Students study all subject areas with a scientific lens and an emphasis on innovation, project-based learning and



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problem solving. Pasadena incorporates Next Generation Science Standards and the school's new science lab, field trips and assemblies facilitate learning through scientific inquiry. Learn more at [www.sanjuan.edu/pasadena](http://www.sanjuan.edu/pasadena).

## Gifted And Talented Education (GATE)

GATE services are available at all San Juan Unified schools. Students who have been identified as GATE through achievement, ability or IQ tests may participate in a variety of instructional programs. Each site has its own offerings and specific information is available by contacting the school directly. For more information visit [www.sanjuan.edu/gate](http://www.sanjuan.edu/gate)

## Rapid Learner

Our district offers a specialized, self-contained Rapid Learner program which is available at Del Paso Manor, Deterding and Pershing elementary schools. Additional information is available on the website at [www.sanjuan.edu/rapidlearner](http://www.sanjuan.edu/rapidlearner) or by calling (916) 979-8049.

## Middle School Choices

All San Juan Unified schools offer excellent curriculum for core subjects (English, history, math and science) and require students to follow the same behavior standards. In addition, all schools welcome family involvement. Each middle school has developed special programs and teaching strategies to meet the needs of their students. More information is available in the School Accountability Report Cards at [www.sanjuan.edu/sarc](http://www.sanjuan.edu/sarc) (EC § 35256)

## Grade Level Groupings

District middle schools offer the following grade-level grouping options:

### 6-8 Campuses

Arcade, Arden, Barrett, Carnegie, Churchill, Pasteur, Sylvan and Will Rogers

### K-8 Campuses

Orangevale Open, Starr King, Gold River Discovery

Center, Kingswood, Lichen, Sierra Oaks, Thomas Edison Language Institute and Woodside

## 6-12 Campus

Encina Preparatory High School allows students to stay in the same school from 6th through 12th grade.

## Middle School Honors

Science, social studies and English honors courses are available at all middle schools except Churchill. Students who have demonstrated high achievement, interest and/or potential in one or more academic areas may be ready to take honors classes. Enrollment in honors classes takes place in the spring during the course selection process. At that time, school staff members assist students in choosing the honors classes that best meet their academic needs.

## International Baccalaureate

The IB Middle Years Program at Churchill Middle School is available to students in grades 6-8 based on criteria which are also on our district website. The IB MYP placement process begins in the fall. Please check the district website for further details. Students accepted into the program at Churchill do not need to participate in the open enrollment process. This program, which begins in 6th grade and ends in 10th grade, will prepare students for a smooth transition to the 11th and 12th grade IB program at Mira Loma High School.

## Career Technical Education

CTE involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to post-secondary education and careers. CTE programs include California Partnership Academies (CPA) and Regional Occupational Programs (ROP).

In collaboration with Sacramento region's colleges and business, San Juan Unified has determined the sectors and careers that will best serve the students,

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industry and the community. Academies incorporate integrated academic and career technical education, business partnerships, mentoring and internships. There are three California Partnership Academies in San Juan Unified: Mesa Verde's Business Academy, Casa Roble's Health Science Academy and El Camino's Eagle Polytechnic Institute. For more information visit [www.sanjuan.edu/cte](http://www.sanjuan.edu/cte)

## AVID

Advancement Via Individual Determination (AVID) prepares students in the academic middle for four-year college eligibility. AVID is based on the idea that "effort creates ability" and it has proven to bring out the best in students and in closing the academic achievement gap between students. AVID targets students in the academic middle — B, C and even D students — who have the desire to go to college and the willingness to work hard. AVID puts students on the college track.

For one period a day in an AVID course, they learn organizational and study skills, work on critical thinking and asking probing questions, get academic help from peers and college tutors and participate in enrichment and motivational activities that show that college is attainable. Their self-images improve, and they become academically successful leaders and role models for other students. A site coordinator/teacher works with colleagues to implement AVID methodologies school wide, place students in college preparatory curriculum and works with counselors to guide students through the college application process.

AVID is available at Arden, Barrett, Bella Vista, Carnegie, Casa Roble, Churchill, Del Campo, El Camino, Mesa Verde, Pasteur, Rio Americano, Rogers, Sylvan and San Juan. AVID strategies are implemented at Woodside K-8, Kingswood K-8 and Lichen K-8. For more information contact your student's school counselor or call (916) 971-7163.

## Alternative Programs

San Juan Unified offers a variety of alternative

schools and programs to assist students in completing their education. (EC § 58500 and 48980)

## The Academy

This program offers an alternative learning environment for students who are self-directed or have become credit deficient in the traditional high school setting.

Students study in a safe, modern and comfortable learning center.

At The Academy, students work at their own pace, at their own computer workstation with the support of a teacher. Students enrolled in The Academy will take two courses at a time consisting of:

- Self-paced online learning accessible to students 24/7
- Individualize one-on-one instruction
- Small group instruction

Students are able to complete courses at their own pace and receive high school credit upon completion of each course. Students attend The Academy four hours per day, five days a week in either a morning or afternoon session.

Academies are located on three campuses within San Juan Unified: Encina Preparatory High School (grades 11-12), San Juan High School (grades 11-12) and La Entrada Continuation High School (grades 11-12). For more information call (916) 979-8050.

## El Sereno Independent Study Program (grades 10-12)

El Sereno Independent Study program is an excellent alternative for self-motivated students. Students work at their own pace with flexible scheduling and one-on-one support from qualified teachers. For more information call (916) 971-5060.

## Visions in Education Charter School (916) 971-7037

**Choices Charter School** (grades 6-12) (916) 979-8378

## Enrollment Options

You can find information about each school in our district on each school website, on their School Accountability Report Cards or at San Juan Central, our enrollment center located at 3700 Garfield Avenue in Carmichael. For more information you can call (916) 726-5829 or visit [www.sanjuan.edu/sjcentral](http://www.sanjuan.edu/sjcentral). (EC § 5256)

## Enrolling

To provide San Juan Unified families with an efficient process, all enrollments take place at our centralized enrollment center, San Juan Central (SJC). SJC is also a one-stop resource for families seeking resources and information. Families may submit intradistrict transfer applications, obtain interdistrict transfer forms, have questions answered, receive testing for first entry into San Juan Unified for English language learning students and utilize our on-site immunization clinic if they do not have health insurance.

Families can pick up enrollment paperwork at their local school or print it from our website at [www.sanjuan.edu/enrollment](http://www.sanjuan.edu/enrollment). An appointment to enroll is not required, walk-ins are welcome at San Juan Central.

For Early Childhood Education (ECE), Families can pick up enrollment paperwork at ECE Office at 5309 Kenneth Avenue, Carmichael or print it from our website at [www.sanjuan.edu/ece](http://www.sanjuan.edu/ece). Walk-ins are welcome at the ECE office.

## Enrollment Requirements

State law requires parents or guardians to send their children to school unless otherwise provided by law. To enroll, two proofs of residence are required. Proof may include:

- A current rental/lease agreement, mortgage payment or rental receipt with current address
- Current utility bill (SMUD, PG&E or water) with current name and address

In addition, please bring:

- Proof of birth - Original birth certificate for the first entry into a California school (copies are acceptable for students continuing their education in San Juan Unified)
- Immunization records for each child that will be enrolled - please see the grade level immunization requirements in the health services section of this handbook. (EC § 48200)
- Report cards or transcripts for grades 6-12
- IEP if student has special education needs

Foster youth or families who lack permanent, adequate or stable housing may not have all the necessary documents listed above. Let our staff at San Juan Central know about your situation and we can assist with immediate enrollment. Our Families in Transition or Foster Youth programs may also be able to help. Call (916) 979-8877 for more information.

Children who will be five years of age on or before September 1, 2016 may enroll in kindergarten for the 2016-2017 year. Since good health is crucial to a child's success in school, we also recommend that each entering student have a physical and dental examination. Please see the health support services section of this handbook.

For more information on early childhood education (ECE) or preschool enrollment, call (916) 971- 8760 or visit [www.sanjuan.edu/ece](http://www.sanjuan.edu/ece)

## Open Enrollment

San Juan Unified families have the opportunity to enroll students in any of our district's schools if space is available in the appropriate program and the family is willing to provide transportation.

To enroll a student in a school other than their resident school, all residents of San Juan Unified must participate in the annual open enrollment lottery. Parents may submit applications for the school of their choice for the open enrollment lottery for the 2017-2018 school year between Monday,

December 5, 2016 at 8 am and Friday, January 20, 2017 at 5 pm. Open enrollment applications will be available on our website, at every school site and at San Juan Central. Families may submit an open enrollment application form to their school site or to San Juan Central at 3700 Garfield Avenue, Carmichael, CA. 95608. Families also have the option to submit the open enrollment request online at [www.sanjuan.edu/openenrollment](http://www.sanjuan.edu/openenrollment) for currently enrolled San Juan Unified students.

Many schools schedule visitations before open enrollment. It is important to note that students who are admitted under open enrollment may remain at the new school without reapplying each year, but relinquish their resident enrollment status at their neighborhood school.

Students who change their resident school through open enrollment may return to their neighborhood school through a transfer process if space is available. Online submission is only available for currently enrolled San Juan Unified students. San Juan Unified has established priorities for student placement through open enrollment. Once priority placements have been made, if the number of applicants exceeds the space available, the student is placed on a waiting list by grade and school site. All waiting lists expire on December 31st prior to the close of the following school year's open enrollment lottery.

Families will be notified about the results of their open enrollment application by mail. Students who are not placed through the open enrollment process will be placed on a waiting list. Once space becomes available at the requested school, students will be placed from the waiting list. Equal consideration will be given to all applications submitted (applications are not approved on a first-come, first-served basis).

Resident students who are not currently enrolled in a San Juan Unified school may submit an open enrollment application to the school of their choice during the open enrollment lottery window. If your

student is placed at the requested school through the lottery process, you will have a deadline of March 3, 2017 to enroll your student. Students attending an elementary school that has a sixth grade or that reside within a K-8 school boundary but are requesting to move to sixth grade at a middle school must do so through open enrollment or the intradistrict transfer process.

For more information on open enrollment call (916) SAN-JUAN or visit us at: [www.sanjuan.edu/openenrollment](http://www.sanjuan.edu/openenrollment).

## Intradistrict Transfers

The open enrollment process is the primary opportunity for placement at another school. However, if a family misses open enrollment and desires a transfer after the open enrollment lottery has closed, he or she will need to complete an intradistrict transfer request. Placements will be made as space is available. The open enrollment process should be used to select a school of choice. Transportation is not provided for open enrollment or transfer students.

## Interdistrict Transfers

Families who do not live within the San Juan Unified District boundaries are not eligible to participate in open enrollment. Families may apply for an interdistrict transfer agreement from their home school district. If accepted, families and students must adhere to the requirements of the agreement.



## Bridges After School/ ASSETs Program

Bridges After-School/ASSETs programs provide homework support, enrichment and pro-social recreation in a safe and positive environment. They currently serve approximately 3,000 students, grades K-12, in 29 programs at 28 sites. Student success is supported through homework support, enrichment/disguised learning, pro-social skills/recreation and family support and empowerment. Strong relationships between staff, families and students are key.

Students that regularly participate in Bridges or Assets demonstrate a stronger connection to school, higher regular day attendance rates, better quality and completed homework assignments and higher test scores. One of the most important benefits is the safety provided to our young people. The time of day associated with the highest risk behaviors for youth is between 3 p.m. and 6 p.m. After-school programs provide a safe and positive environment to transform those hours into one of the most beneficial and rewarding learning experiences for young people.

For more information visit [www.sanjuan.edu/bridgesafterschool](http://www.sanjuan.edu/bridgesafterschool) or call one of the regional offices: Arden/Arcade (916) 979-8414; Carmichael (916) 575-2386; Citrus Heights (916) 725-6499; or our district office (916) 971-5933.

### Bridges After-School/ASSETs Schools

Arden/Arcade Region: Cottage, Del Paso Manor, Dyer-Kelly, Greer, Howe, Thomas Edison Language Institute, and Whitney elementary schools and Encina Preparatory High School

Carmichael Region: Cameron Ranch, Carmichael, Charles Peck, Deterding, Pasadena, and Thomas Kelly elementary schools; Starr King K-8, Winston Churchill and Will Rogers middle schools

Citrus Heights Region: Carriage, Coyle, Grand Oaks, Mariposa, Northridge, Ottomon and Skycrest elementary schools, Kingswood K-8, Lichen K-8, Sylvan Middle School and San Juan High School.

## Discovery Club (K-6)

Discovery Club offers full-fee and subsidized before and after school child care for students in transitional kindergarten through 12 years of age. To attend a specific Discovery Club, children must be enrolled and attend the elementary school on the same campus. Subsidized (free or reduced) child care is available on a limited basis for those who meet state mandated eligibility criteria.

Discovery Club offers enrichment and homework assistance program in a safe and nurturing environment for students to learn and grow. We are staffed by teachers who are certified as child development permit teachers by the California Commission on Teacher Credentialing. Extended learning activities are specifically designed to foster the development of comprehensive literacy, technology, problem-solving skills and the appreciation of cultures. Physical development needs are met through outdoor sports and games which help to develop muscle and eye-hand coordination. Hours of service vary by site and are based on the school's hours of instruction, Monday through Friday. Non-school day and summer hours for all Discovery Club sites are 7 a.m. – 6 p.m., Monday through Friday. For more information call (916) 971-5975.

### Campuses with Discovery Club Programs

Arlington Heights	Mariemont
Cambridge Heights	Mariposa
Carmichael	Mission
Cowan	Northridge
Coyle	Oakview
Del Dayo	Orangevale
Deterding	Pershing
Dewey	Schweitzer
Gold River	Sierra Oaks
Green Oaks	Thomas Kelly
Howe	Trajan
LeGette	Twin Lakes
	Woodside

## Advanced Placement Test Fee Assistance

Students enrolled in advanced placement classes may apply for financial assistance to pay for advanced placement exams. By passing advanced placement exams, students earn college credit while still in high school. Contact your student's high school for more information. (EC § 48980)

## Families in Transition Program

Students who lack fixed, regular and adequate night-time housing may qualify for the Families in Transition program. The goal of this program is to ensure immediate enrollment, school stability and regular school attendance for students in homeless situations. Contact (916) 979-8604 for more information.

## Foster Youth Services

Our Foster Youth Services program provides services to students in foster care, including advocacy, academic counseling, tutoring, educational assessment, mentoring and links to community services. In addition, San Juan Foster Youth Services provides crisis counseling, vocational training, emancipation services and training for independent living. The goal of Foster Youth Services is to ensure each foster youth is provided with skills necessary to become an independent, productive member of the community. For more information call (916) 971-7391.

## Native American Education

Native American Education is a federally funded program, the purpose of which is to provide supplemental educational services, at no cost, to Native American students who enroll in the program. Services include:

- Technology assisted tutoring
- One-on-one tutoring in reading, math and language arts for students who are below grade level standards
- Enrichment programs
- Activities that recognize and support the culture of the Native American population and incorporate appropriately qualified tribal elders and seniors.

Several cultural events are planned throughout the year, culminating in a Senior Celebration for graduating seniors who are enrolled in the Native American Education program. For further information or to request services, call the Native American Education program office at (916) 971-5382.

## Translation/Interpreting

Families may request free individual translation of interpretation services at their school site and/or at a district department. Every effort will be made to provide adequate translation and interpretation services. If you have a concern about translation/interpretation services, you may complete a feedback form in your home language and return it to your school's main office. The feedback form can be obtained at school sites or our English Learner & Multicultural Education Department at (916) 971-5382.

## English Language Learner Supports & Services

It is San Juan Unified's goal to provide English learners with high-quality English Language Development instruction, as well as to engage educators in professional development and integrated and designated ELD, so they can better meet the academic and linguistic needs of English learner students.

San Juan Unified administers the California English Language Development Test (CELDT): (A) within 30 days of enrollment for students whose primary language is not English, and (B) to identified English learners as an annual assessment of progress.

The CELDT is administered to students identified as English learners annually until they are reclassified as fluent English proficient. Reclassification usually occurs in the spring. San Juan Unified has adopted a reclassification process to enable students initially identified as English learners to exit specialized English learner services and participate without further language assistance as Reclassified Fluent English Proficient (RFEP). The progress of RFEP students are monitored for a minimum of two years. For more information call the English Learner & Multicultural Education Department at (916) 971-5382.

## Seal of Biliteracy

San Juan Unified School District recognizes high school seniors for their linguistic accomplishments. The California Seal of Biliteracy is awarded to seniors who have demonstrated English competency as well as proficiency in another language by meeting rigorous criteria. Students are honored at their respective high school. For more information contact the English Learner & Multicultural Education Department at (916) 971-5382.

## School Counseling

School counseling is available to assist students and their families. All high schools and middle schools have school counselors on staff. School counselors also work regularly at some elementary schools, and services are available to all elementary schools for grief counseling, bullying prevention or other services as needed. Teachers and administrators are also trained to recognize and help troubled students.

### White House Counseling Center

Our district's unique White House Counseling Center offers free and low-cost counseling to San Juan Unified students and their families. Call (916) 971-7640 for information or to request counseling.

### Prevention Programs

Prevention Programs offer support and resources to students throughout our district. Programs at each site aim to improve academic success and overall school climate, while encouraging them to lead healthy lifestyles free from violence, alcohol, tobacco and other drugs. Please call (916) 979-8623 for more information. San Juan Unified also offers bullying prevention and support services. For more information about bullying prevention, see page 50.

## Attendance Improvement

The Attendance Improvement Program's goal is to encourage each student to come to school every day and on time. Parents can help their children be successful by encouraging regular attendance, which has been linked to higher achievement, stronger bonds to the school and community, lower rates of delinquent and high-risk behavior and increased participation in higher education.

Staff work with students, families and schools to increase daily attendance and encourage engagement. The program provides information, resources and referrals to families, empowering them to achieve consistent school attendance, support their student's academic success and improve the family-school connection. For more information call (916) 979-8604.

## Adult Education

San Juan Unified adult education classes are open to all community members ages 18 years and older. For more information on all classes call (916) 971-7654.

## Basic & Secondary Education

Adult basic education programs offer a variety of core services including reading, writing, oral communication, critical thinking, math and numeracy. Adult Secondary Education High School Completion, GED test preparation and certified testing services.

## English as a Second Language & Citizenship

English as a Second Language (ESL) instruction is offered from beginning to intermediate high. In addition to the classes at the main campus of Sunrise Tech Center, ESL classes are offered at Creekside Adult Center and other selected San Juan school sites.

## Enrichment Courses

Community Based Education offers a variety of enrichment classes for the community. These classes are completely supported by student registration fees. Some classes offered through community based education include art, music, photography and genealogy.

## Apprenticeships

Apprenticeship is a partnership between management, labor and public education that is building the skilled workforce California will need for the jobs of today and tomorrow. Currently San Juan Unified partners with the following apprenticeship programs:

- California Fire Fighter Joint Apprenticeship Committee (CFFJAC) offering apprenticeship programs for professional firefighters employed by professional fire departments. An individual becomes a firefighter apprentice under the direction of the department he or she works for.
- Roofers- United Union of Roofers, Waterproofers and Allied Workers offers apprenticeship programs sponsored jointly by labor and management on the local union level supply employers with the highly skilled workers who apply the quality roofing and waterproofing systems that keep America's buildings dry. Apprentices learn their craft by training on the job under proper supervision and by studying technical subjects related to the roofing trade.

For more information about apprenticeships call (916) 971-7654.

## Adult Education Career Education (AE-CTE)

The AE-CTE courses are designed to help prepare adults to earn industry certifications and lay foundations for a specific career pathway. These certificate courses include Office Assistant and Medical Assistant, with an externship.



## Curriculum

The California Department of Education develops state frameworks and standards recommending what students should be learning in each subject area. The state also develops an assessment and accountability program that measures student progress toward the standards. The state also provides a list of approved textbooks and other materials for use in classrooms.

In the San Juan Unified School District, staff members and a citizens' committee review state-approved textbooks and classroom materials and make recommendations to the school board about which materials should be purchased and used in San Juan Unified schools. The final decisions are made by the school board at public meetings.

Textbooks and other curriculum materials, including titles, descriptions, course objectives and academic standards are available at schools and at the district office for review by families (EC § 49091.14). These standards describe what students are expected to know and be able to do at each grade level and in each subject. In addition, information on academic standards and assessment of student achievement is available from schools or the district office at (916) 971-7700.

## Student Progress Reporting

San Juan Unified educators use many ways to keep families informed of their student's progress. The reporting system includes report cards, assessments of student progress on academic standards, progress notices and individual and group parent-teacher conferences. Progress can also be monitored through the Parent Portal at [www.sanjuan.edu](http://www.sanjuan.edu)

At back-to-school night families are introduced to teachers, class and school rules, policies and procedures, school programs and personnel. Families also may be given grade-level student expectations and academic standards by subject.

## District Academic Standards

Our district will be collecting and reporting to students and their family information about the students' ability to perform according to the Common Core State Standards (CCSS) describing what students should know and should be able to do. This information is based on student performance on the California Assessment of Student Performance and Progress (CAASPP) Tests and/or California Alternative Performance Assessment, as well as district and classroom assessments. Families may request copies of the academic standards from the school. More information about CCSS is available online at [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/)

## Promotion & Retention

Current laws require school districts to establish practices and procedures related to retaining students, or not promoting students to the next grade, if the student's skills in reading and math are below grade level. The laws mean everyone needs to work together—students, teachers, families and school staff—to make sure students are demonstrating progress and mastering the reading, writing and math standards in each grade, so students are well prepared for the next grade.

Elementary students who have very low scores in English/language arts or math are in danger of being retained. Progress notices and report cards are early notifications to alert families of concerns. Specifically, students may be retained if they have marks of 1 or 2 in English/language arts or mathematics; or are not meeting district adopted grade level standards in either English/language arts or mathematics.

The family may appeal the decision to retain, but the burden shall be on the appealing party to show why the recommendation should be overruled. The appeal will be heard by the school principal, and the final appeal will be heard by the principal's supervisor. Appeals at each level are to be acted upon within 30 days of receiving the written appeal.

In San Juan Unified, our goal is to help students

improve their reading, writing and math skills so they will not be retained. We are working hard to identify struggling students as early as possible to provide academic support at school and during the summer through our district extended learning program. The good news is that with regular attendance, extra support at school, and extra work at home, a student's skills can improve dramatically.

Teachers can provide written information describing what students are expected to know and be able to do in each grade. Throughout the year, families receive report cards and graded work which indicate a student's level of achievement.

If a student's work is "below" grade level or if a family has concerns about a student's progress, the family is encouraged to meet with the student's teacher. Teachers can discuss services our district provides and activities families and students can do at home to help students improve their basic skills. The earlier we start working together, the more quickly a student can progress. For more information, contact your school principal.

## Elementary School Reporting

Elementary families can expect to receive a report at the end of each of three trimesters in which students are assessed on our district's academic standards scale of 1 to 4. Families receive additional information about their child's progress through back-to-school night, progress reports and conferences with their child's teacher. Conferences discuss family questions and concerns, assessment results, examples of student work, report cards, individual strengths and needs, homework, discipline issues and a cooperative assistance plan for the child if needed.

Student progress is reported in reading, writing, listening/speaking, mathematics, science, social studies, art, music, physical education and successful practices including grit/perseverance, exhibiting a growth mindset, demonstrating gratitude

and curiosity, constructively collaborating and self discipline. Absences or days tardy are also noted on the report cards.

Although conferences can be requested at any time throughout the school year, all students receive a conference at the end of the first trimester. Conferences after the second trimester can also be held for students working below grade level standards or need improvement, families who request a conference and for new students who did not have a fall conference. In addition, families are encouraged to communicate with teachers through personal notes, emails, telephone calls and/or meetings.

## Middle School Reporting

Middle school report cards are issued four times a year. A letter grade from A through F is listed for each class the student attempted. Report cards also indicate a student's citizenship, using the symbols O (outstanding), S (satisfactory) and U (unsatisfactory) for each class.

## High School Reporting

High school report cards are designed to give information on a student's progress. Semester report cards give letter grades from A through F for each course the student has attempted, and they list the student's cumulative grade point average and credits earned. Teachers also evaluate the student's citizenship in class. Progress reports are issued to students on a schedule available in the school office.

High school students receive a transcript by mail in January and June, showing courses, grades and progress toward completing graduation requirements. Students and families should work closely with counselors throughout high school to make sure graduation requirements are met. Grades can be reviewed online using the Parent Portal at [www.sanjuan.edu](http://www.sanjuan.edu). Contact your student's school for further information.

## School Accountability Report Cards

The district as a whole and all San Juan Unified schools are accountable to the community. Published School Accountability Report Cards for each school are available online, at schools, the district office and on the district website at [www.sanjuan.edu/sarc](http://www.sanjuan.edu/sarc). The report cards include a description of the school and its staff and students, community involvement, student achievement, student support services, expenditures, school facilities, class size, textbooks, staff training and evaluation.

## Student Testing

Throughout the school year, students at selected grade levels take a variety of state and local assessments. The results are used by teachers and administrators to improve student learning and by families to help understand how their students are performing at school.

Assessing student learning is an integral part of the instructional program. In order to ensure reliable results, access to personal items including electronic devices may be suspended during testing. Approved use of electronic devices as an accommodation or modification is the only exception. If you do not want your child to participate in one or more areas of the California Assessment of Performance and Progress (CAASPP) testing program, you must submit a written request to the school office prior to the testing start date each school year. Include your child's name, birthdate, grade and the specific test or content area from which you want them excluded.

Results are distributed to families by mail and provide valuable information to teachers, students and families during and after the learning process. Newly enrolling students who need to take the California English Language Development Test (CELDT) will be tested at San Juan Central Enrollment center while their family completes the enrollment process. Additional information is

available from our district's Assessment, Evaluation and Planning department at (916) 971-7200. The district's testing calendar is available at <http://www.sanjuan.edu/testingcalendars>

## Testing Schedule

Test	Dates	Grades
California Assessment of Student Performance & Progress (CAASPP) ELA and Math	Apr-May	3-8 & 11
California Assessment of Student Performance & Progress (CAASPP) Science	Apr-May	5, 8 & 10
California Alternative Performance Assessment (CAPA)	Apr-May	2-11
California English Language Development Test (CELDT)	Jul-Oct	K-12
California FITNESSGRAM	Feb-May	5, 7 & 9
PSAT	Oct	10, 11

## Naviance

Naviance is an innovative educational planner that San Juan Unified provides to all students in grades 6-12. The Naviance Program is a comprehensive, web-based resource that assist students develop and acquire a unique career, college and educational pathway toward their individual aspirations. We are pleased to provide this resource to our students and parents. For information regarding Naviance, contact your site's school counselor.

## Graduation Requirements

The chart on this page is a brief summary of San Juan Unified graduation requirements and entrance requirements for colleges in the University of California (UC) and California State University (CSU) systems.

High school counselors are available to meet with students during the school day as well as before and after school. Students may schedule an appointment in the counseling office at their school. The list of courses at each school site that meet the UC and CSU admission requirements is available in the counseling office or at [www.sanjuan.edu/ucop](http://www.sanjuan.edu/ucop)

To receive a high school diploma, students must:

- Pass all courses required for graduation
- Earn a minimum of 220 course credits at traditional schedule schools and 280 credits at block schedule schools
- Satisfy additional school board approved site-determined graduation requirements such as a senior project or community service

Check with your school counselor for complete information. Under California legislation, homeless and foster youth may have different graduation requirements. Students and their families should ask to meet with their high school counselor.

The board of education has approved revised graduation requirements that will go into effect for the class of 2023. Visit [www.sanjuan.edu/gradrequirements](http://www.sanjuan.edu/gradrequirements) for more information.

## District & University Requirements

Subject	District *	UC/CSU **
English	4 years	4 years
World History	1 year	1 year
U.S. History	1 year	1 year or 1 semester + 1 semester American Government
American Government	1 semester	1 year or 1 semester + 1 semester U.S. History
Social Science	1 semester	elective
Economics	1 semester	elective
Mathematics	2 years incl Algebra	3 years (4 years recommended)
Life Science	1 year	2 years lab science (3 years recommended)
Physical Science	1 year	See Life Science
The Arts	1 year or 1 semester + 1 year Foreign Language	1 year
Foreign Language	See The Arts	2 years (3 years recommended)
Physical Education	2 years	elective
Health	1 quarter	elective
Electives	65-70 units	1 year

\* Casa Roble Fundamental High School requirements differ

\*\* Check admissions requirements at [www.universityofcalifornia.edu/admissions/freshman](http://www.universityofcalifornia.edu/admissions/freshman)



## Referral and Assessment

Our district has programs for any child with special needs, from birth to age 22. We coordinate efforts with the County Office of Education and local agencies to seek out students with special needs, including students in private schools, highly mobile students, migrant students, homeless students, students who are wards of the state or students who are advancing from grade to grade but are suspected of having a disability. Anyone in the community who knows of a child with exceptional needs should call their neighborhood school or the Special Education office at (916) 971-7525.

Families who suspect that their student may have special needs should consult with the principal or resource specialist at the child's school about special education and the referral process. Before a child can receive services, an assessment of the child's needs must be conducted with written parental consent. Staff at the school will assist the family and the student and determine whether a special education referral, assessment and/or services are necessary. To schedule an assessment, contact the resource specialist or principal at your neighborhood school. (EC § 56301-56303 and 56321)

## Individualized Education Program (IEP)

Following assessment of the student, an Individualized Education Program (IEP) team meeting will be conducted to determine the student's eligibility for special education. Special education services may be provided in the general education classroom, resource room, special education class or special education school. In rare cases, a non-public placement may be required.

Families may not seek reimbursement for placing their student in a non-public program unless they provide our district with a minimum of 10 days written notice of their intent to do so. However, families may place their students in a non-public school without seeking reimbursement anytime they wish.

## Special Education Services to Parentally Placed Private School Students

Recent federal and state special education laws contain significant changes in the public school district's responsibility for providing services to students with disabilities who are enrolled by their parents in private schools.

Specifically, federal and state regulations do not require the same amount of services for parentally enrolled private school children with disabilities as for children with disabilities in public schools. In addition, a public school district is not required to pay for the cost of the education, including special education and related services, of a child with a disability at a private school or facility if the district made a free and appropriate education (FAPE) available to the child and the parents elected to place the child in the private school.

San Juan Unified continues to accept referrals to determine eligibility for special education services for children suspected of having disabilities who attend private schools. The parent of a private school child should contact the principal or special education teacher at the district school the child would normally attend (according to the home address) to discuss the reason(s) for referral. If the child is eligible, an Individualized Education Program (IEP) is developed for the student that offers the appropriate special education program and related services to meet the student's needs to ensure that a free and appropriate public education (FAPE) is made available.

The special education services offered in the IEP are available if the parent(s) choose(s) to enroll the student in the public school. If the parent elects for the student to attend a private school, San Juan Unified will develop a Private School Service Plan which provides, as appropriate, speech consultation, occupational therapy, behavior consultation and/or vision services.

## Procedural Safeguards

Parents who disagree with our district's identification, assessment or provision of a free and appropriate public education for an individual with special needs have the right to request a due process hearing to determine if our district's program is appropriate.

Instructions for requesting a due process hearing are included in the Special Education Parent Handbook. This document can be easily obtained at any neighborhood school by asking the principal or resource specialist, or by calling the Special Education Field Office (916-971-7525). A due process request should be sent in writing to: Special Education Division, Office of Administrative Hearings, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833. (EC § 56500)

## Special Education Complaint Procedures

Federal and state laws provide that any individual, public agency or organization may file a written complaint with the state superintendent of public instruction alleging our district has failed to follow laws governing special education and related services.

If a family believes that their child's special education program rights may have been violated, they are encouraged to contact the Special Education department at (916) 971-7525. The family may also contact the California Department of Education Complaint Division at (916) 327-3537. All complaints must be in writing. (CCR Title 5, § 3080)



## Student Rights

Students have rights, as do all citizens, under the Constitution, as well as state law and district policy.

Their rights include:

- the right to be heard - students are encouraged to voice constructive criticism through appropriate channels, such as student government, student advisory committees, school newspapers, teachers, counselors, administrators and any other channels of communication as long as that process does not substantially disrupt the orderly operation of the school. (EC § 48907; BP 5145.2)
- the right to an education in a safe, clean environment
- the right to full use of class time for receiving instruction and for learning
- the right to fair, consistent and respectful treatment by staff members and other students
- the right to a meeting before a penalty is imposed. When a student has been referred for some wrongdoing, that student should be afforded the opportunity to offer his or her version of the incident to school authorities. (BP 5144.1)

## Right to Refrain from Harmful Use of Animals

Students may, with written parental consent, ask to be excused from participation in activities they feel would constitute the harmful and destructive use of animals. If possible, the teacher will develop an alternate way for the student to obtain the same knowledge, information or experience. (EC § 32255; BP 5145.8)

## Photos & Media Access to Students

Families may opt-out of their students' photos or video recordings used in district materials including newsletters, brochures, websites and video published on the internet or in other venues by completing an opt-out form available online ([www.sanjuan.edu/photopolicy](http://www.sanjuan.edu/photopolicy)) or at school offices. The opt-out form must be filed with the school principal each school year and remains valid through the end of the school year.

If you file an opt-out form, we will also request news media not interview your student or film/photograph your student. While our local news media typically honor such requests, our district does not have the legal authority to prevent your student from talking with media or dictating who media outlets film or photograph. You are encouraged to have a discussion with your student about your wishes should the media ask to interview them about controversial subjects.

Students, families and visitors should be aware that public events such as athletic competitions or student performances may be filmed by news media or other parties. Please refer to the section on student information located on page 23 for additional information.

## Military Recruiters

Federal law permits military recruiters access to the names, addresses and telephone numbers of secondary school students. Families may request that this information not be released without prior written parental consent. Such a request is usually made at the point of enrollment, but may also be submitted in writing to the Department of Admissions and Family Services/Records Division. Attention: Custodian of Records, PO Box 477, Carmichael, CA 95609.

## Health Instruction Conflicts with Religious or Moral Beliefs

The educational program in some classes at some grade levels may include instruction about health. Family life education programs are offered in grades 4, 5 and 6 at the elementary level, as part of 7th grade science/health and P.E. instruction at middle school and in health and safety classes in high school. Individual schools determine the time of year that these programs are presented. Prior to providing instruction in the areas of health or sex education, families will be notified in writing by the school. You will have the opportunity to review and evaluate the written and audiovisual materials in advance.

No child in grades 4-6 may attend health instruction unless a signed consent form has been received by the school. No child in grades 7-12 may be excluded from instruction unless the family has requested in writing that their child not receive sexual health education or HIV/AIDS prevention education. (EC § 51240-51246, 51930-51938 and 51202; BP 6142.1)

## Movies/Videos

Only approved movies or videos which further learning objectives may be shown in classrooms. No R-rated movies or movies with offensive language, violence or sexual inference will be shown in elementary schools or middle schools. In high schools, four R-rated movies about historically significant events may be shown to students who have obtained written family permission: Schindler's List, Joy Luck Club, Last of the Mohicans and Glory.

Teachers preview audiovisual materials used in class, select materials that comply with district policies and submit a movie/video use form, which must be approved by the principal or designee prior to the use of such material.

## Constitutionally Protected Prayer

San Juan Unified does not have any policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools" which can be found online at [www.ed.gov/policy/gen/guide/religionandschools/prayer\\_guidance.html](http://www.ed.gov/policy/gen/guide/religionandschools/prayer_guidance.html)

## Teacher Qualification Notifications

At the beginning of each school year, local education agencies receiving Title I funds must inform families of their right to request information regarding the professional qualifications of their child's teacher including state credentialing status, baccalaureate degree major, graduate certification or degree held and paraprofessional information. Their qualifications will also be available in the school office. Families of students attending a Title I school will be notified if their child is taught for more than four weeks by a teacher that has not met the California definition of a highly qualified teacher.

## Cal Grant GPAs

A recent law mandates that high schools submitted grade point averages of all 12th grade students be submitted electronically to the California Student Aid Commission by March 2 to be considered for a Cal Grant or Middle Class Scholarship award with the Free Application for Student Aide or California Dream Act Application, unless opted out. Students over 18 can opt out and for students under 18, the family can opt out. Each high school has its own policies in place to opt out. To learn more about opting out, talk to your high school.



## Student Records Access

Federal and state laws grant rights of privacy and access to students and to their parents or guardians. Full access to all personally identifiable written records maintained by San Juan Unified must be granted to parents or guardians of students under the age of 18, parents or guardians of students age 18 or older if the student is a dependent and students who are 16 years and older, have completed 10th grade or are enrolled in college.

Parents, guardians or eligible students may review their individual records by making a request to the principal. Requests should be made in writing by the person(s) authorized to have access to the student record. Access will be provided no later than five business days following the date of the request. Parents, guardians or eligible students may seek to challenge any part of an individual record they believe is inaccurate or for other reasons specified by law. They may receive a copy of the records at our district established cost per page. District policies and procedures relating to types of records, logs, kinds of information retained, persons responsible for records, directory information, persons and organizations permitted access to student information and procedures to challenge records are available through the principal or from our district's Custodian of Records at (916) 979-8875.

When a student moves to a new district, records will be forwarded upon the request of the new school/ school district. At the time of transfer to a California district, the parent, guardian or eligible student will be notified by the receiving school district and may review/receive a copy (at our district established cost per page) and/or challenge the records. Access to student records will also be granted to school officials (employees or contractors) within San Juan Unified who have a legitimate educational interest in order to fulfill his or her professional responsibility.

Student records are maintained and destroyed in accordance with applicable federal and state laws

and district policy and administrative regulations. It is the practice of our district to destroy all student records, except for the high school transcript and immunization records, five years after the student is no longer enrolled in our district.

If you believe our district is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.(EC § 49060-49078, 49408 and FERPA)

## Student Information

Student directory information may be released to parent or families, the news media, law enforcement agencies, alumni associations, military recruiters and colleges and universities. Student information which is released may include the student's name, grade level, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance (entry and withdrawal), degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information. To request that student information as described above is not released, deliver written notice to the Admissions & Family Services department: Attention Custodian of Records. (EC § 49060-49078)

## English Learner Rights

Families of English language learners can expect:

- to have their child receive a quality education and be taught by highly qualified teachers
- to know that their child has been identified and recommended for placement in an English language acquisition program
- to be provided a description of all educational opportunities available to them and to choose a different English language acquisition program, if one is available

- to have their child learn English at the appropriate proficiency level
- to have their child learn other subjects such as mathematics at the same academic level as all other students
- to have their child tested annually to assess their child's progress in English language acquisition
- to receive notification of annual testing results and be provided full descriptions of all educational opportunities available to them, including the opportunity to apply for parental exception waivers
- to receive information regarding their child's performance on academic tests to participate in an English Learner Advisory Committee (ELAC) if their child's school has 21 or more English learners

## Schools Needing Improvement

Any Title I school that has been identified for program improvement, corrective action or restructuring will notify families 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 local educational agency and the state educational agency involved the reasons for the identification
- an explanation of what the school identified for school improvement is doing to address the problem of low achievement
- an explanation of what the local educational agency or state educational agency is doing to help the school address the achievement problem
- an explanation of how the family can become involved in addressing the academic issues that caused the school to be identified for school improvement
- an explanation of the families' option to transfer their child to another public school, with transportation provided or to obtain supplemental educational services for the child, as applicable.

## “Persistently Dangerous” Schools

Persistently dangerous schools are designated based on state determined criteria including expulsion rates for certain offenses, gun-free schools violations, and violent criminal offenses committed against an individual student on school property. No San Juan Unified school has been designated as a persistently dangerous school. Families should know that if their child were attending a school designated as a persistently dangerous, they could request a transfer to another school within the district.

## Homeless Children

Families living in a shelter, motel, campground, vehicle, with friends or family due to economic hardship, in a trailer park with substandard housing, a public or private place not designed for sleeping or children awaiting foster care placement, have rights or protections under the McKinney-Vento Act, Title X, Part C of the No Child Left Behind Act. Children have the right to:

- Immediately enroll in school without the proper documentation or immunization record
- Remain in the school of origin (the school the child last attended) for the duration of the academic year
- Transportation to and from the school of origin if the family is residing outside of school boundaries
- Enroll without having to give a permanent address or proof of residency.

Call (916) 971-7045 or (916) 979-8024 for more information on options for homeless families.

## Protection of Pupil Rights Amendment (PPRA)

The PPRA gives families and eligible students (18 or older, or emancipated minors) certain rights regarding our district's conduct of surveys, collection and use of information for marketing purposes and conduct of certain physical exams. These rights include the right to:

a. Consent to federally funded surveys concerning "protected information:" If the United States Department of Education funds any part of a survey, an eligible student or parents must consent in writing before the student may provide information relating to the following categories:

- political affiliations
- mental or psychological problems of the student or student's family
- sexual behavior or attitudes
- illegal, anti-social, self-incriminating or demeaning behavior
- critical appraisals of student's family members
- privileged or similar relationships recognized by law such as with attorneys, doctors and ministers
- religious practices, affiliations or beliefs of the student or student's family
- income other than that required by law to determine program eligibility

b. Opt out of certain surveys and exams - Families and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- activities involving collection, disclosure or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others
- any protected information survey, regardless of funding

- any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, scoliosis screenings or any physical exam or screening permitted or required under state law

c. Inspect certain material - Families and eligible students have the right to inspect the following, upon request, before our district uses them:

- protected information surveys of students (including instructional materials used in connection with the survey)
- documents used to collect personal information from students for any of the above marketing, sales or other distribution purposes
- instructional material used as part of the educational curriculum

Families and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## Americans with Disabilities

San Juan Unified is committed to achieving full compliance with the Americans with Disabilities Act (ADA). Our district does not deny the benefits of district programs, services and activities to qualified individuals with a disability on the basis of a disability, does not discriminate on the basis of disability in access to or provision of programs, services, activities of our district or application for employment or employment to qualified individuals with disabilities, and does not provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective. San Juan Unified has and will implement appropriate procedures to assess a student with disabilities qualifications to

participate in extracurricular activities, work with the appropriate organizations, leagues and clubs to ensure compliance and work to provide reasonable accommodation whenever practicable and consistent with the stated purpose of Section 504 of the Rehabilitation Act and Title II of the ADA.

We welcome those with disabilities to participate fully in our programs, services and activities offered to students, families and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate, contact our district ADA coordinator/ Director of Risk Management at (916) 971-7062 at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you. (GC § 54953.2; ADA 202; USC § 12132)

## Nondiscrimination Policy

Our governing board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on actual or perceived sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, gender, gender identity or expression, or the genetic information, or perception of one or more such characteristics or association with a person or group with one or more of the these actual or perceived characteristics. Our board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

Annually, our superintendent or designee reviews district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing them. He or she shall take prompt, reasonable actions to remove any identified barrier. The superintendent or designee shares report findings and recommendations to the board after each review.

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, our superintendent or designee will notify students, parents or guardians, employees, employee organizations, applicants for admission and employment and sources of referral for applicants about our district's policy on nondiscrimination and related complaint procedures. Such notification is included in announcements, bulletins, catalogs, application forms and other recruitment materials.

Our district's nondiscrimination policy and related informational materials is published in a format that families can understand and when 15 percent or more of a school's students speak a single primary language other than English, those materials are translated into the language.(EC § 48985, 20 USC § 6211 and 6312, Federal Regulation, Title IX; BP 0410)

## Disability Nondiscrimination

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and the 2008 amendments are federal laws which prohibit discrimination against persons with disabilities in any program receiving federal financial assistance and public education systems, respectively. A student eligible to receive Free and Appropriate Public Education (FAPE) under section 504 is one who has a physical or mental impairment that substantially limits one or more major life activities (these include such activities as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working) or has a record of such impairment or is regarded as having such an impairment.

In order to fulfill its obligations under Section 504 of the Rehabilitation Act of 1973 and the ADA, San Juan Unified recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination including harassment against any person with a disability will knowingly be permitted in any of the programs and practices in our school system. Our district has specific responsibilities under Section 504 of the



Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and the 2008 amendments which include the responsibility to provide a FAPE, to identify and evaluate students, and, if the child is determined to be eligible under Section 504 of the Rehabilitation Act of 1973 and/or the ADA, to afford access to appropriate educational services.

If the family disagrees with the determination made by our district staff relating to the identification, evaluation or placement of a child, there are procedural safeguards available which include the right to an impartial hearing. Information regarding these policies and procedures may be obtained from our district's Section 504 Coordinator, located at 3738 Walnut Avenue, Carmichael, CA 95608 or by calling (916) 971-7122.

For complaints of disability discrimination pursuant to Section 504 of the Rehabilitation Act of 1973 and/or the ADA, not relating to the identification, evaluation or placement of a child, families may file a separate complaint utilizing the uniform complaint procedures, which may be obtained from a school site administrator, or from our district's compliance officer/General Counsel, located at our district office, 3738 Walnut Avenue, Carmichael, CA 95608 971-7110. (Section 504 of the Rehabilitation Act of 1973; Title II of the ADA of 1990 and the 2008 amendments; BP 6164.6)

## Disability Harassment

Disability harassment is prohibited by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 and the 2008 amendments.

Disability harassment may include verbal acts and name-calling; graphic or written statements; or conduct that is physically threatening, harmful, humiliating, intimidating or abusive toward persons with disabilities or that creates a hostile environment by interfering with student participation in or receipt

of benefits, services or opportunities in district programs. This behavior is illegal and will not be tolerated. Students and staff found to have committed acts of disability harassment will be subject to disciplinary action. Families who become aware of disability harassment should contact the principal of the school.

## Religious Nondiscrimination

As a public school district, our district is committed to maintaining neutrality toward religion, neither promoting/encouraging student participation in religious activities nor discouraging students from observing the tenets of their religious faith. To that end, our board encourages district staff to be sensitive to the accommodation of students' religious needs so that students are able to participate in school and extracurricular activities without undue burden on the free exercise of their religious beliefs.

The superintendent or designee will provide a calendar of major religious holy days and schools will avoid scheduling, to the extent practicable, important school activities on those days. Students whose religious beliefs necessitate accommodation are expected to inform appropriate school staff, including teachers, coaches, extracurricular advisors or other appropriate staff at the outset of the school year and request, in writing, such accommodation. Teachers will work with the student to accommodate the student's need to be absent without being penalized academically.

## Language Nondiscrimination

Lack of English language skills will not be a barrier to admission and participation in our district's programs. Additional information can be obtained from staff who are bilingual in Spanish, Russian, Ukrainian, Arabic and Farsi by calling our district's English language development coordinator at (916) 971-5382.

Inquiries regarding federal laws and regulations

concerning nondiscrimination or our district's compliance may also be directed to:

U.S. Dept. of Education Office for Civil Rights  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
Phone (415) 486-5555; Facsimile (415) 486-5570

## Undocumented Students

Any child whose family resides in San Juan Unified is guaranteed access to a free public education. No family will be denied access to school because of their immigration status.

## Sexual Harassment

Our board is committed to maintaining an educational environment that is free from harassment and prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Our board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Any student who engages in the sexual harassment of another student or anyone from our district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Any student who feels that he or she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of Administrative Regulation 1312.3-Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures. Teachers will discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of sexual harassment.

Our board expects students or staff to immediately

report incidents of sexual harassment to the principal or designee or to another district administrator. In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the superintendent or designee.

Our district prohibits retaliatory behavior against any participant in the complaint process. Each complaint shall be promptly investigated, respecting the privacy of all parties concerned. Our district's Title IX coordinator has been identified as our district's General Counsel, 3738 Walnut Ave., Carmichael, CA 95608, (916) 971-7110. (BP 5145.7)

## Computer Use

Except as required, the use of school computers and access to the Internet is a privilege. Students who do not follow the rules may be disciplined and may lose computer privileges. When students use school computers, they agree to follow:

- the directions of teachers and school staff;
- rules of the school and school district; and
- rules of any computer network they access

Students also agree to be considerate and respectful of other users and to follow these rules:

- use school computers for school-related education and research only
- do not use school computers and networks for personal or commercial purpose
- do not change any software or documents (unless it's a collaborative project or you have been given explicit permissions to edit or modify)
- do not produce, distribute, access, use or store information which:
  - is prohibited by law, our district or school rules;
  - violates copyright laws;

- is obtained by trespassing in private or confidential files;
- would subject our district or individual to liability (such as defamatory information);
- is obscene, pornographic or sexually explicit;
- causes delay, disruption or harm to systems, programs, networks or equipment;
- is otherwise prohibited in the workplace or on a school campus.

Our district has internet safety resources available to students and the public on our district's website at [www.sanjuan.edu/cybersafety](http://www.sanjuan.edu/cybersafety). There is information about appropriate online behavior, including interacting with other individuals on social networking websites, in chat-rooms and cyberbullying awareness and response.

## Internet Access

San Juan Unified provides internet access for the purposes of instruction. Students using the internet may have access to e-mail, public domain software, discussion groups, university libraries, Library of Congress, information and news from research institutions and more.

However, some information on the internet may be considered inappropriate for young people. San Juan Unified is limited in its ability to control access by students to inappropriate information. If you do not want your student to have access to the internet, you must make that request in writing to the principal of any school your student attends.

Families are encouraged to discuss their expectations for appropriate activities on the internet. Using computer services, it may be possible for a student to purchase goods and services for which the parent may be liable. San Juan Unified is not responsible or liable for a student's use of or access to the internet that is in violation of our district's rules, nor for lack of access to the internet, nor for accuracy of information received.

It is important to understand that work on school computers is not private or protected. Use of district

computers, computer networks and the internet does not create any expectation of privacy. San Juan Unified reserves the right to search any information sent, received or stored in any format. Our district is not liable for damage to or loss of students' work maintained in computer files. Parents or guardians have the right to examine their child's file if the information is accessible. We appreciate your assistance in ensuring that students use computers appropriately. (BP 0440.1)

## Dress

Each school establishes its own dress code. Will Rogers Middle School and Dyer-Kelly and Howe Avenue elementary schools have school uniforms. Families may contact these principals to discuss assistance with or alternatives to school uniforms. Students must conform to the general dress code policy of the school.

All students are expected to dress appropriately for a school environment. Any clothing, hairstyles or hair color that significantly interferes with or disrupts the educational environment, unless protected under the freedom of speech laws, board policy or administrative regulation, is unacceptable. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) with language or images that are vulgar, sexually suggestive, discriminatory, obscene, libelous or that promote illegal or violent content, such as the unlawful use of weapons, drugs, alcohol, tobacco or drug paraphernalia, indicates membership in or promotion of a gang or clothing that contains threats, is prohibited. Clothing should fit, be neat and clean and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, undergarments or that is otherwise sexually provocative, is prohibited.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. Each school site may adopt rules that specify the types of sun-protective clothing that students will be allowed to wear outdoors and specify the types of clothing and

hats that may be "inappropriate." (EC § 35183.5; BP and AR 5145.2)

San Juan Central has a clothes closet located at 3700 Garfield Avenue in Carmichael. Donations of clean clothing for school aged children are accepted and will be provided to district families who have a need for such items. Please call (916) 726-5826 to confirm the hours open to the public.

## Financial Liability

Parents or guardians are responsible and shall be held financially liable for acts of willful misconduct, including vandalism, by their minor children. Students known to be involved may be suspended and/or expelled and subject to criminal charges. In addition, our district may withhold a student's grades, diploma and transcript until restitution for damages is made or if the minor and parents are unable to pay, upon completion of the performance of voluntary work in lieu of payment of monetary damages.

Parents or guardians shall be liable to our district for all property belonging to our district that is loaned to the minor student and not returned upon demand for return.

## Emergency Information

Your child's school must have information on file to assist staff in contacting the appropriate persons in an emergency. Families must fill out the cards completely on both sides, including all pertinent health information and telephone numbers to call in an emergency. Please fill out and return the cards to your child's school as soon as possible.

The information on emergency cards will be treated as confidential, except for student directory information. If there is a change of address or phone number for any person listed on the card during the school year, please notify the school immediately. (EC § 49408)

## Court & Custody Orders

San Juan Unified is committed to working with families to provide a safe and supportive learning environment. The parent or guardian who enrolls a child in school is presumed to be a child's custodial parent or guardian and will be held responsible for the child's welfare. School officials will presume that both parents or guardians have equal rights, including, but not limited to, picking the student up after school, removing the student from school, accessing student records, participating in school activities or visiting the school unless the school is given a court order that states otherwise. When a court order restricts access, a parent or guardian shall provide a copy of the certified court order to the school office upon enrollment or upon a change in circumstances.

In the event of an attempted violation of a court order that restricts access to a student, the school shall contact the custodial parent and local law enforcement officials and shall make the student available only after one or both of these parties consent. Parents are encouraged to work together to support their children's education.

## Attendance

Attendance is very important to a student's success in school. California law requires that parents or guardians of children ages 6 to 18 send them to school, unless they meet the criteria for legal excused absences. Parents or guardians who fail to meet this obligation may be subject to prosecution.

For ease of understanding, San Juan Unified has standardized attendance policies and procedures for all grade levels. A student who misses 10 percent or more of a school year is considered to be chronically absent regardless of whether the absences were excused or unexcused. If you have questions about school attendance or need assistance, contact your student's teacher or principal, or call the Attendance Improvement Program at (916) 979-8604 for more information. (EC § 48200 and 48290)



## Absences Allowed by Law

It is important for families to notify the school whenever their student is absent. However, under state law, an absence is considered “excused” only for these reasons:

- Illness - a child is too ill to attend school if he or she has a contagious condition, a temperature greater than 100, symptoms of vomiting or diarrhea or written orders from a doctor to stay at home. If the child is ill 10 days or more, the school will require a note from a physician documenting the child’s illness and the necessity of having the child stay home from school.
- Quarantine - under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometrical or chiropractic services rendered.
- Funeral services - for a member of his or her immediate family, so long as the absence is no more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- Jury - for the purpose of jury duty in the manner provided for by law.
- Appointment - due to illness or medical appointment during the school day of a child of whom the student is the custodial parent.
- For absences, including but not limited to, an appearance in court, attendance at a funeral, religious observance or retreat or attendance at an employment conference, when the absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. By law, attendance at religious retreats shall not exceed four hours per semester.
- Election - for the purpose of serving as a member of a precinct board for an election.

A student absent from school for the above excused reasons 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. The teacher of any class from which a student is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (EC § 46010 and 48205)

## Reporting Absences

If a student will be absent or tardy, families should call the school attendance number before school begins that day and for each day the student is absent or tardy. When the student returns, he or she should bring a written note signed by the parent or guardian which includes the notification date, student’s full name, teacher’s name(s), grade, date(s) of absence, reason for absence as well as the name and relationship of person notifying the school. Absences not cleared within five school days will be recorded as truancy by the school.

## Verification of Illness

The statewide average absence rate for typical childhood illness is five days. San Juan Unified allows each parent or guardian to excuse up to 10 nonconsecutive days per year without verification of illness from a medical professional or school employee. (EC § 46011)

Students too ill to attend school after five days are required to bring verification of illness from a medical professional on their return to school. If your student is under the regular care of a physician for a serious or chronic condition, or he/she is directed to stay home by a medical professional before the five days are reached, you should provide the verification immediately.

These absences will be recorded as verified and will not take away from the 10-day parent excused limit.

## Chronic Illness Form

If your student has a diagnosed chronic illness, you may receive a physician’s authorization to excuse absences for your student. The form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit, but require the student to remain home from school.

With this authorization, the parent or guardian sends a note when the student returns to school listing the symptoms the physician has identified. These absences will be considered verified. The form is available at your student’s school.

## Independent Study

If a child will be out of school for five or more days for an unexcused reason, families may contact the school principal five days in advance about arranging independent study. While schools accommodate most requests, certain criteria may lead to the school denying the request, including less than five days advance notice, academic, attendance, behavioral concerns, conflict with testing or lack of resources required to provide the service.

## Options for Students Unable to Attend School

Students who are unable to attend school due to serious injury or illness for a period of three weeks or more may be provided home instruction. The student’s condition must be verified by a physician. Students with mental health conditions must present authorization from a physician and a treatment plan from their therapist. A student with a temporary physical, mental or emotional disability who is hospitalized or receiving care in a residential health facility, excluding state hospitals, may receive

individual instruction from the school district in which the facility is located. The family is responsible for notifying the school district about the student’s need for educational services. Contact our district to obtain information about other available educational alternatives. (EC § 48206.3-48208)

## Truancy

Any student who is absent from school without valid excuse three full or partial days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof is truant. Truant students and their parents or guardians are in violation of the law and are subject to prosecution and other penalties.

Students may have driving privileges suspended or delayed. Habitually truant students may have work permits revoked. Seniors with “cut” periods totaling the equivalent of six days may lose graduation commencement privileges. When school attendance is a problem, state law encourages parents or guardians to accompany their student to school and attend classes with the student. (EC § 48260, 48273; VC § 13202.7)

## Truancy & Excessive Absence Notification

Families will receive a letter if their student has three unexcused absences and/or truant tardies. A second letter will be sent if the student has two additional unexcused absences. Families will receive a third letter if the student has a sixth unexcused absence. A conscientious effort will be made to hold at least one conference (either in person or by phone) with the family and the student to review the student’s status. An unexcused tardy is any absence of more than any 30-minute period during the school day without a valid excuse as noted by law.

If a student has five days of excused absences due to illness that are not verified by a medical professional or school employee, the family will receive a letter reminding them they have 10 days of verified excused absences due to illness available in one school year. When 10 days of verified excused absences due to illness are recorded, the family will receive a letter requesting verification of illness from a medical professional for any day thereafter when the student is too ill to attend school. Thereafter absences due to illness without verification from a medical professional or school employee will be recorded as unexcused. (EC § 48260.5 and 46011)

## Attendance Meeting

When a student is truant, the family and the student may be required to attend a meeting before the School Attendance Review Board (S.A.R.B.). The principal of the school may also attend the meeting. The purpose of the meeting is to discuss the student's attendance record and develop a plan for the student's regular participation in an educational program. (EC § 48320-48325)

## Student Drop - Consecutive Days of Absence

A student may be dropped from the school if the student has accumulated 15 days of consecutive absences without any contact from the family. School administrators may mail a letter upon the 10th consecutive day of absence in which the family has not contacted the school or the school's attempted calls have not been returned.

## Referral to the District Attorney

If a student's school attendance does not improve after a S.A.R.B. meeting, or if the family fails to attend a required S.A.R.B. meeting, the family and the student may be referred to the district attorney's office for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

## Student Property

Our district does not provide insurance coverage for the loss or damage to personal property of students. Students' personal property is brought to school at their own risk. We assume no liability or responsibility for loss of or damage to personal property.

## Property Searches

To ensure the health, safety and welfare of students, school authorities and law enforcement officers may conduct searches as allowed by law. School lockers may be searched at any time. In addition, district safe schools officers or law enforcement officials may use trained dogs to indicate the presence of drugs in lockers, vehicles, backpacks and other locations. School officials may confiscate any items not permitted on school grounds.

## Books and Other School Property

Books and other materials or equipment issued to students remain the property of San Juan Unified School District. All materials and equipment must be kept clean, handled carefully and returned in good condition. In addition to other penalties, students will be required to pay for repair or replacement costs for damaged or lost items.

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School rules protect the rights of all students and promote a safe learning environment. Students must be free to learn and teachers must be free to teach. Students are accountable for their behavior during school and school activities, as well as on their way to and from school and school activities and while on the school grounds at any time. Students may be required to meet academic or citizenship standards in order to participate in extracurricular activities.

Students are expected to:

- follow school rules
- follow the directions of teachers and school authorities
- show respect for the teacher and other students in the classroom
- come to class prepared to work
- stay on task for the class period
- comply with classroom rules as described by each teacher
- wear helmets when riding their bicycles

In general, students may not:

- have any weapon or dangerous object
- have, use, sell or share drugs or drug paraphernalia, tobacco, alcohol or other controlled or dangerous substances or intoxicants, including over-the-counter medications
- fight, harm, threaten, harass, bully or intimidate anyone
- damage or take property of others
- act in a way or wear or carry any item that is obscene, profane, offensive, degrades others or promotes violation of laws or school rules
- defy school authorities
- leave campus without permission
- disrupt a class or school activity
- cheat or falsify documents
- participate in any gambling activity
- use electronic communication devices disruptive to school activity
- skip school or be late to class

## Classroom Disruptions

When a student is disruptive in the classroom, the teacher will first work with the student to alter that behavior. If the student continues to disrupt the learning process, he or she will be referred to school authorities for appropriate discipline or corrective measures. The school will notify families who will be expected to aid in correcting the behavior. If a student's behavior violates school rules, the school may make recommendations, such as:

- counseling
- a family conference
- evaluation for placement in another school or program
- written contract describing conditions for improvement
- referral to a community or law enforcement agency
- discipline, which may include:
  - restriction from participation in school activities, including recess, field trips, athletics, extra-curricular activities and graduation
  - detention or Saturday School (students bring school work to do)
  - removal from class and assignment to another school program
  - suspension
  - expulsion
  - transfer to another school or program

## Suspension

A student shall not be disciplined, suspended or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of the California Education Code. Suspension, including supervised suspension, shall be imposed only when other means of correction fail to bring about proper conduct.

All students shall comply with the regulations,

pursue the required course of study and follow the instructions of the teachers of the schools. A student, including an individual with exceptional needs, may be disciplined, suspended or expelled for acts enumerated in the California Education Code that are related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, while going to or coming from a school-sponsored activity.

Students may be suspended for violation of school or district rules or if they present a danger to the safety or health of others or threaten to disrupt school programs. A suspension can last from one to five days. During suspension, a student may not participate in regular school classes or activities, including graduation, but may be assigned to an alternative program. A teacher may require the family of a suspended student to attend part of the school day and meet with the principal.

A suspended student or their family has a right to appeal a suspension by following district procedures. If a family wishes to appeal a suspension, the family has 10 school days from the first day of suspension to make the appeal. The appeal must first be made to the site principal. If the family is not satisfied with the decision, the family must complete the suspension appeal form available at the school. A family may fax the form to (916) 979-8053, or deliver the form to the District Office at 3738 Walnut Ave., Carmichael, California 95608.

Upon receiving the completed form, Student Review and Interventions personnel will review the suspension appeal. During the appeal process the student will continue to serve the original suspension given by the school administration pending final disposition. The family will be contacted after the decision is completed and a letter will also be mailed to the home address provided. (EC § 48908, 48911.1, 56026; USC § 1415; BP 5144.1)

## Suggested Home Interventions

Please make home suspension a teachable moment for your student. Consider the following strategies:

- Request homework and missed assignments for the period of suspension (it may take teachers a day or two to put this work together) and make sure the student completes missed assignments.
- Provide adult supervision on the day(s) of suspension.
- Limit access to television, phone, internet, video games and friends.
- Help the student think of other ways they could have dealt with the situation.
- Students are less likely to get into trouble when they are involved in positive activities. Find something the student likes and get them involved (sports, arts, youth groups, drama, etc.).
- Connect with community resources to help the student - see [www.211Sacramento.org](http://www.211Sacramento.org) or ask a school counselor/administrator.

The goal is for the student to learn from mistakes and not repeat them. If you need additional ideas or support, contact your school principal or our Family and Community Engagement office at (916) 971-7929.

## Expulsion

Expulsion means the student may not attend any San Juan Unified school or school activity. Expelled students will be placed in another educational program. Expulsion will be recommended for very serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, furnishing or sale of a controlled substance, robbery, extortion, sexual assault or battery.

If expulsion is recommended, the student will have an administrative hearing or an alternative to an administrative hearing. The board of education makes the final decision to expel a student. During the expulsion process, a student may be placed in another school program or be out of school for up to 40 school days. (BP 5144.1)

## Weapons or Dangerous Objects

Students in possession of a firearm, knife, explosive or other dangerous object will be recommended for expulsion. State law mandates expulsion for students who knowingly possess a firearm or an explosive. (EC § 48900 and 48915)

## Controlled Substances

Students found using or in possession of controlled substances or other intoxicants may be suspended. Students providing or selling controlled substances, or substances represented to be controlled substances, will be recommended for expulsion.

School authorities may refer students suspended for drug or alcohol offenses to law enforcement. A student convicted in juvenile court of drug/alcohol offenses will have his or her driving privilege delayed for one year. (EC § 48900, 48902 and 48915; AR 5144.1)

## Over-the-Counter & Prescription Medicines

Upon the request of the family and physician, an authorized school employee may administer medications to a student. Otherwise, supplements of any kind, over-the-counter medication and prescription medication are strictly prohibited and students should never bring these substances to school. Students found with these substances will be subject to discipline.

Families are encouraged to talk to their student(s) about never taking any pill, supplement or medication unless it is given to them by their doctor, parent or guardian or an authorized school official. Some people, at some time during their life, may have an adverse reaction to a supplement or medication. Adverse reactions may also result if more than one medication is taken during the day, or if a medication is not taken according to directions or in the proper dosage.

## Tobacco

Smoking is prohibited in all district buildings, outside on district property and during outside activities such as concerts and sporting events on district property. Students who use or are in possession of tobacco or nicotine products or delivery devices including, but not limited to electronic cigarettes are subject to discipline.

## Discrimination & Sexual Harassment

Our district has strict policies against harassment, discrimination and sexual harassment. Teachers will discuss these policies with their students in an age-appropriate way. Violations may result in suspension or recommendation for expulsion. (EC § 48900.2; BP 5145.7)

## TK-12 Student Behavior Guidelines: 2016-2017

The Student Behavior Guidelines are designed to assess incidents on an individual basis and provide student discipline that is age appropriate and based on a progressive discipline model.

In San Juan Unified, we strive to suspend students only when other means of correction fail to bring about proper conduct. However, a student may be suspended for any of the reasons in the student behavior chart on a first offense if the principal or superintendent determines that the student's presence causes a danger. School site administrators may use discretion when warranted to provide other means of correction to suspension and/or expulsion. (EC § 48900, 48900.5(a), 48911.1 and USC § 1415)

## Parental Class Attendance

Schools that suspend a student for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities and/or defying school authorities may request that the student's family attend the class(es) from which the student was suspended. (EC § 48900.1)

## Teacher Notification

School administrators are required to notify teachers for three school years of any student who has been suspended or expelled for any reason except tobacco use. (EC § 49079)

## Property Searches

To ensure the health, safety and welfare of students, school authorities and law enforcement officers may conduct searches as allowed by law. School lockers may be searched at any time. In addition, district safe schools officers or law enforcement officials may use trained dogs to indicate the presence of drugs in lockers, vehicles, backpacks and other locations. School officials may confiscate any items not permitted on school grounds.

## Understanding the Behavior Chart Legal Codes

The conduct and consequences referenced in the following chart are based on legal mandates at the federal, state and district level. The sources are referenced in parenthesis at the end of each relevant section. San Juan Unified board policies and administrative regulations are available at [www.sanjuan.edu/boardpolicies](http://www.sanjuan.edu/boardpolicies)

- Americans with Disabilities Act (ADA)
- California Education Code (EC)
- California Health and Safety Code (HSC)
- California Penal Code (PC)
- California Vehicle Code (VC)
- California Code of Regulations (CCR)
- Family Educational Rights and Privacy Act (FERPA)
- San Juan Unified Board Policies (BP)
- San Juan Unified Administrative Regulations (AR)
- United States Code (USC)



# BEHAVIOR & DISCIPLINE

Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Law Enforcement
<b>Physical Injury</b>				
Threatened/caused physical injury EC § 48900(a)(1)	May be considered	Yes	Yes	Optional
Committed violence/serious injury upon another, except in self-defense EC § 48900(a)(1) and (2), 48915(a)(1)(A) and 48915(a)(1)(E)	May be considered	Yes	Yes	Required
Committed assault or battery upon any school employee EC § 48915(a)(1)(E), PC § 240 and 242	May be considered	Yes	Yes	Required
Aided/Abetted in the infliction/attempted infliction of physical injury EC § 48900(t) and PC § 31	May be considered	Yes	Yes	Optional
<b>Controlled Substances</b>				
Unlawfully possessed/used/sold/furnished/under the influence of controlled substance, intoxicant of any kind except over-the-counter medication for personal or medication prescribed for the student by a physician • Was under the influence • Possessed • Furnished • Sold/Attempted to Sell EC § 48900(c), 48900(p), 48915(a)(1)(C), 48915(c)(3) and HSC § 11053	May be considered May be considered May be considered Not considered	Yes Yes Yes Required	Yes Yes Yes Required	Optional Required Required Required
Unlawfully offered/arranged/negotiated to sell a controlled substance or intoxicant of any kind EC § 48900(d) and HSC § 11053	May be considered	Yes	Yes	Optional
Unlawfully sold/delivered/furnished a liquid/substance/material represented as a controlled substance or intoxicant of any kind EC § 48900(d) and HSC § 11053	May be considered	Yes	Yes	Optional
Possessed/used tobacco or nicotine products containing tobacco without prescription EC § 48900(h)	May be considered	Yes	No	No
Unlawfully possessed/offered/arranged/negotiated to sell drug paraphernalia EC § 48900(j) and HSC § 11014.5	May be considered	Yes	Yes	Optional
<b>Property</b>				
Committed/attempted to commit robbery or extortion EC § 48900(e) and 48915(a)(1)(D)	May be considered	Yes	Yes	Required
Caused or attempted to cause damage to school or private property • Minimal damage • Extensive damage EC § 48900(f)	May be considered May be considered	Yes Yes	No Yes	Optional Required
Stole or attempted to steal school property or private property EC § 48900(g)	May be considered	Yes	Yes	Optional
Knowingly received stolen school property or private property EC § 48900(l)	May be considered	Yes	Yes	Optional

# BEHAVIOR & DISCIPLINE

Behavior and Code Reference	Other Means of Correction	May Suspend	May Expel	Contact Law Enforcement
<b>Harassment and Bullying</b>				
Harassed/threatened/intimidated a student who is a witness in a school disciplinary proceeding EC § 48900(o)	May be considered	Yes	Yes	Optional
Engaged/attempted to engage in hazing/method of initiation which is likely to cause serious bodily injury/personal degradation/disgrace resulting in physical or mental harm EC § 48900(q)	May be considered	Yes	Yes	Optional
Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act EC § 48900(r)	May be considered	Yes	Yes	Optional
Committed sexual harassment creating an intimidating/hostile/offensive educational environment, does not apply kindergarten through third grade EC § 48900.2	May be considered	Yes	Yes	Optional
Caused/attempted/threatened/participated in an act of hate violence, does not apply kindergarten through third grade EC § 48900.2 and 48900.3	May be considered	Yes	Yes	Required
Intentionally engaged in harassment/threats/intimidation against students or staff that disrupts classwork, creates substantial disorder or creates an intimidating/hostile educational environment, does not apply kindergarten through third grade EC § 48900.4	May be considered	Yes	Yes	Optional
Made terroristic threats against school officials or school property EC § 48900.7	May be considered	Yes	Yes	Required
<b>Weapons</b>				
Possessed a firearm/knife/other dangerous object Sold or furnished a firearm/knife/other dangerous object EC § 48900(b), 48915(a)(1)(B) and 48915(c)(1)	May be considered Not Considered	Yes Required	Yes Required	Required Required
Brandished a knife at another person EC § 48915(c)(2)	Not considered	Required	Required	Required
Possessed an imitation/ replica firearm so close as to lead a reasonable person to conclude that the replica is a firearm EC § 900(m)	May be considered	Yes	Yes	Optional
Possessed an explosive EC § 48915(c)(5)	Not considered	Required	Required	Required
<b>Other</b>				
Committed/attempted to commit sexual assault or sexual battery EC § 48900(n), 48915(c)(4), PC § 243.4, 261, 266c, 286, 288, 289	Not considered	Required	Required	Required
Committed obscene act/engaged in habitual profanity or vulgarity • Obscene act • Habitual profanity EC § 48900(i)	May be considered May be considered	Yes Yes	Yes No	Optional No
Disrupted school activities/willfully defied school officials engaged in the performance of their duties EC § 48900(k)	Must be considered (K-3)	Yes (4-12)	No	No

Good communication is essential to a student's success. Families and students are encouraged to ask questions and discuss concerns promptly. We also welcome engagement at all levels of our schools and district.

## Meetings with Teachers or other School Staff

Generally, the principal, teachers, counselor and other school staff are available before and after school to provide special assistance, answer questions and help resolve concerns. It is recommended that you make appointments with school staff when possible, especially for issues that cannot be resolved quickly. If you have questions or difficulties communicating with school staff, the principal will assist you.

## Messages & Homework Hotline

Many schools have a telephone voicemail message and a homework hotline system which can be used by students or families. Voicemail allows families to leave private messages for teachers at any time. You may ask your school office for specific voicemail numbers. Teacher email addresses are available on school websites. Teachers and other staff members also have a mailbox at the school where written messages may be left.

## Mass Notification System

You may receive calls, emails or sms/text messages from our district's automated notification system to let you know about upcoming events, student absences, emergency situations and important news. Occasionally, these messages may also ask you to provide feedback on an important question. This is an efficient way for schools to ask for your input and help keep you informed. Ensure that your contact information is updated with your school office to be sure you receive messages.

## Websites & Email

San Juan Unified schools maintain updated websites. Visit [www.sanjuan.edu](http://www.sanjuan.edu) and use the "select a school" drop down to find your school. All school offices and district offices have email. Email addresses are typically (name of school)@sanjuan.edu or email may be sent to [info@sanjuan.edu](mailto:info@sanjuan.edu).

## School Newsletters & Social Media

Each school has a family newsletter and many also have a student newspaper and a social media presence. Contact your student's school for information about newsletters and additional communication tools.

## Parent & Student Portal

The Parent Portal is a secure page available on our district website giving families access to the student information system. Families are able to view updates of transcript information and grades, progress reports, assignments, immunization information, schedules, attendance information and much more at many schools. Via the Parent Portal, families are able to update their own contact information and information about their students.

To access the Parent Portal visit [www.sanjuan.edu](http://www.sanjuan.edu) and click on the Parent Portal link. You will need a PIN and Password to login. PINs and Passwords are available at the school office, Central Enrollment or Technology Services. Parents who have a verified e-mail address on file with the school may request their login information via e-mail.

The Student Portal is a secure webpage available on the school website giving students access to the Student Information System. Students are able to view timely updates of assignments, progress reports, grades, graduation requirements, schedules, attendance information and course requests. Student Portal also provides interactive tools for communication between students, teachers and families.

To access the Student Portal visit your school's website and click on the Student Portal link. Students will use their student ID number and a password to login. Students may request their login information from their school.

## Family & Community Engagement (FACE)

We actively engage parents, guardians, extended family and community members to be our valued partners in the education process. Our governing board recognizes that parents or guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. Our superintendent or designee will work with staff and families to develop meaningful opportunities to be involved at all grade levels, including advisory, decision-making and advocacy roles as well as activities to support learning at school and at home.

Each year, our superintendent or designee reviews and evaluates progress towards the goals of our district's strategic plan and identifies specific objectives of our district's family involvement program. They shall ensure that families are consulted and participate in the planning, design, implementation, evaluation and revision of both our district and school site family involvement policies. Our superintendent or designee reports to the board on the effectiveness of our district's family involvement efforts, including but not limited to, input from family members and school staff on the adequacy of family involvement opportunities and barriers that may inhibit participation. (EC § 11503; BP 6020, 5145.6)

Our FACE webpage is a good resource for families looking to support learning at home, as well as to access community resources at [www.sanjuan.edu/family](http://www.sanjuan.edu/family).

Our Family and Community Engagement department (FACE) assists with the following programs:

- Districtwide family engagement, outreach and education activities
- Problem resolution
- Parent workshops
- Business partnerships
- Community partnerships
- Resources for volunteer support and training

## Resolving Concerns

Sometimes miscommunication or incomplete information can cause concern. Clarifying the situation with the people immediately involved creates opportunities to develop successful solutions. A team approach to resolution helps everyone. (BP 1312.1)

To resolve questions, concerns or problems successfully, we ask families and students to:

- Meet informally with the person(s) involved. Calmly state the facts you are aware of and what you think the problem is.
- If the concern is not resolved, discuss the issue with the school principal.
- If the concern is not resolved at this level, request assistance from our Family and Community Engagement department. We will work with you and the school administration to resolve concerns. Our Family and Community Engagement department can be reached at (916) 971-7929.

If you are still unsatisfied with attempts to resolve your concerns, the division-level administrator may request that you and the supervisor put your concerns and responses in writing. A review of all written information will take place and a written response to communicate the final decision will be provided to you within 30 working days from the time the division level administrator receives the request.



## School Level Engagement

Each school in our district works with its families to jointly develop its own school involvement. Each school describes how the school involves families in the planning, review and improvement of school programs in a timely manner. The plan describes how the school provides families with an explanation of the curriculum, academic assessment and proficiency levels that students are expected to meet, and about opportunities to participate in decisions relating to the education of their children. The school family involvement plan is reviewed annually and approved by its site council and the board of education as a part of a school's improvement plan.

Our board of education expects that all of our district's schools will assist families in maintaining consistent communication between the home and the school, show families that they can directly affect their children's academic success and help families develop skills and techniques to use at home in support of classroom learning activities. Our superintendent or designee provides coordination, technical assistance and other support to assist schools in planning and implementing effective family involvement activities to improve student academic achievement and school performance.

Our superintendent or designee will ensure that teachers and administrators participate in professional development activities which train them to communicate effectively with families.

Family organizations, school site councils, gifted, English learner advisory committees and parent advisory committees, are some of the activities families can become involved in at the school. These groups provide support and feedback that shape school programs.

## English Learner Advisory Committee (ELAC)

A school site with 21 or more English learners has a functioning English Learner Advisory Committee (ELAC).

The ELAC advises the school site council on the development of the Single School Plan for Student Achievement. They also advise the principal and staff on the school's program for English learners. In addition, the ELAC assists in development of the school's needs assessment, language census (R30LC) and helps to make families aware of the importance of regular school attendance.

The English Learner Advisory Committee receives training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities. There is also an English Learner Advisory Committee at the district level.

## Title I School Engagement

Each year our superintendent or designee shall identify specific objectives of our district's parent involvement program for schools that receive Title I funding. He or she shall ensure that parents and guardians are consulted and participate in the planning, design, implementation and evaluation of the parent involvement program. Each Title I school conducts annual meetings to inform families of participating students about the requirements of Title I; their rights to be involved in the planning, review and improvement of the Title I programs; and about the family involvement policy.

Our superintendent or designee will ensure that our district's family involvement strategies are jointly developed with and agreed upon by parents or guardians of students participating in Title I programs. The strategies establish expectations for parent involvement and describe how our district will carry out each activity. Parents or guardians of participating students in decisions regarding how our district's Title I funds will be allotted for parent involvement activities.

As a part of its family involvement policy, each Title I school has a home-school compact that has also been jointly developed and approved by each school's site council as a part of the school plan. The compact is distributed to the families of participating students describing the school's responsibility to provide a high-quality curriculum and instruction; the family's responsibilities to monitor, support and improve their children's learning; and the importance of ongoing communication between families and teachers through annual conferences, reports on student progress, access to staff and opportunities to volunteer and participate in and observe the educational program. (EC § 11503, cf. 3100, 6171, 20 USC § 6318)

## Non-Title I Schools

Our superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/ guardians in the education of their children, including but not limited to, strategies describing how our district and schools will address the purposes and goals described in Education Code 11502. (EC § 11504)

## Volunteers

Our district values the assistance of family and community volunteers as classroom assistants, art docents and reading tutors among other roles. The use of volunteers must comply with laws and other rulings, including tuberculosis screening and fingerprinting. Volunteers may also be asked to complete a volunteer information or driver form. They need to have assigned duties from a certificated staff member and should work with that person on a schedule that meets the needs of students. If you are interested in volunteering in any capacity, please contact your school principal. Our district also welcomes volunteer improvement projects that enhance the school, meet a specific need, comply with safety and building codes, do not significantly increase maintenance requirements and do not conflict with employee labor agreements.

## Visitors

Family members and others may visit district schools, but for the safety of our students, all visitors must check in at the school office when they arrive and wear a visitor badge while on campus. If you would like to visit your child's class, please arrange in advance with your child's teacher. If a conference is desired, an appointment should be set with the teacher for a time before school, after school or during the teacher's preparation period. (BP 1250)

## Services for Deaf & Hard of Hearing Families

San Juan Unified will provide sign-language interpreters to deaf or hard of hearing families for conferences and events at no cost. To request a sign-language interpreter please contact your school office two weeks prior to the event/meeting date to allow adequate time for scheduling.

## District Level Engagement

San Juan Unified welcomes participation with families, staff, students and community members in developing, implementing and evaluating programs through advisory councils and committees.

In support of improving academic achievement, a district committee including parents from representative subgroups jointly developed our family involvement policy. Our policy describes our expectations for family involvement and explains how we will involve families in specific activities that support student achievement. We conduct an evaluation of the effectiveness of the policy every two years.

Our district's family involvement policy is included in our plan to improve student achievement and school performance. The policy has been adopted by the board of education and is available at school sites, our district office or on our district's website at [www.sanjuan.edu](http://www.sanjuan.edu). The policy is available in Spanish, Russian and Ukrainian. (BP 6020)

## District Family Center

San Juan Central, our district's central enrollment center, offers family access to online information. There is also a clothes closet for families who need assistance with clothing, food support and an immunization clinic. Call (916) 726-5826 or visit 3700 Garfield Ave. in Carmichael for more information.

## District Committees

### Superintendent's Parent Advisory Council

The superintendent meets with parent representatives from each school throughout the school year. You can find out more online at <http://www.sanjuan.edu/spac>.

### Citizens Oversight Committee for Facilities Repair

The Citizens Oversight Committee ensures that bond proceeds are spent wisely on facilities. The committee meets quarterly to visit sites and review project and budget status reports. Dates and locations of meetings are posted at [www.sanjuan.edu/bonds](http://www.sanjuan.edu/bonds).

### Special Education Advisory Committee

The Community Advisory Committee for Special Education (CAC) assists in coordinating community resources related to special education and advises our district on special education issues. Monthly meetings keep members informed about programs and legislation. Call (916) 971-7953 for information.

### Career & Technical Education Advisory Board

The CTE Advisory Board includes representatives from industry and government as well as families, teachers and administrators. For information call (916) 971-7163 or visit [www.sanjuan.edu/](http://www.sanjuan.edu/)

### Gifted & Talented Education Steering Committee

The GATE committee of families, administrators, teachers and students reviews and recommends board policy for planning, implementing and evaluating the GATE program. Call (916) 979-8518 for information.

### District English Learner Advisory Committee

The DELAC advises our district on the English learner master plan, needs assessment, district goals and objectives, ensuring compliance with applicable teacher and instructional aide requirements, administration of language census, the reclassification procedure and written parent notifications. Ongoing training is provided to assist members in carrying out their advisory responsibilities. (EC § 52176, 62002.5; 5 CCR § 11308(d); 20 USC § 6312)

### Curriculum, Standards, Instructional and Student Services Committee (CS&I)

The CS&I committee reviews and makes recommendations on educational programs, standards and assessments, graduation and course requirements, textbook adoptions and policies on student behavior and discipline.

### Facilities, Transportation and Finance Board Advisory Committee (FT&F)

The FT&F Committee reviews issues at the direction of the board of education in the areas of facilities, transportation and finance. The committee issues recommendations to the board of education.

### Local Control Accountability Plan Parent Advisory Committee

The LCAP PAC works collaboratively with staff, employee groups and at-large stakeholders to provide input and feedback on LCAP actions and services and their effectiveness in meeting the state priorities and overall goals.

### Head Start Policy Council (PC)

PC acts as the parents' voice in making major decisions for the Head Start program. PC is comprised parents/guardians of currently enrolled children and representatives of our community to make up the voting members. Each classroom selects their own representatives.

## Parent Education

Parent education classes are offered through the Family and Community Engagement Department at (916) 971-7929. Our district offers a variety of classes and workshops to meet the needs of our families. Our calendar can be found at [www.sanjuan.edu/family](http://www.sanjuan.edu/family).

### Parent Leadership Academy (six sessions)

Classes empower parents and guardians to become actively involved on district committees by gaining a greater understanding of the education system, district initiatives and parent leadership opportunities within San Juan Unified. Appropriate for elementary, middle school and high school families.

### Parent University Workshops (individual sessions)

Workshops are tailored to the needs of the participants. Topics can include but are not limited to: homework strategies, preparing for parent-teacher conferences, bullying prevention, how to use technology, attendance, ways to get involved on campus and understanding standardized assessments.

### Parent Project Sr (10 sessions)

Facilitators share strategies to improve relationships with children along with ways to recognize and prevent involvement in drugs, alcohol and gangs. Appropriate for middle and high school families.

## Keys to Encourage: Unlocking the secrets to success in high school, college and life (four to five weeks)

This class is designed for middle and high school parents to take along with their students. Learn about Naviance, how to stay on track for graduation and how to be competitive for college. Appropriate for middle and high school families.

## Loving Solutions (seven sessions)

Loving Solutions is a parent education program designed specifically for families of difficult younger children and early adolescents. Using a behavioral model, Loving Solutions is structured with group learning activities in a workbook format to maximize learning and interest. The "Steps of Success" (S.O.S) home practice assignments create a solid foundation for change in the home. Appropriate for elementary and middle school families.

## Latino Family Literacy Project (six sessions)

The Latino Family Literacy Project establishes a support and family reading routine to improve English language skills. It strengthens parent/child interaction and classes are available in English and Spanish. Appropriate for elementary families.



## Nutrition Services

The Nutrition Services department is made up of a team of food and nutrition professionals dedicated to students' health and ability to learn. We support learning by promoting healthy habits for lifelong nutrition and fitness practices. Our department provides fuel for learning with meals served following the high nutrition standards of the School Breakfast Program and National School Lunch Program. Menus are planned by our district's registered dietitian to meet federal and state standards for good health. All elementary and middle schools feature a salad bar with a variety of fresh fruits and vegetables offered daily. We have also developed a Nutrition Education program with schools to facilitate education about healthy lifestyles. This partnership offers free grade - appropriate nutrition resources/lesson plans, events, taste testings and assemblies available to all teachers for hands-on learning to integrate math, writing and science skills with nutrition.

## Free & Reduced-Priced Meals

To improve student access to healthy school meals, free or reduced-priced meals are available to all eligible students. Confidential applications are available beginning July 1 (English and Spanish only). Paper applications are available in English, Spanish or Russian at our Nutrition Services Department, Admissions and Family Services and at school cafeterias and offices. Applications are accepted year round, renewed annually and only one application is needed for all students in your family. Your child will not be overtly identified, and their meal eligibility will remain confidential. (EC § 49510; BP 3553)

## Nutrition Services Charge Policy

The Nutrition Services Department will extend credit for one day's meal (breakfast and lunch) for

elementary full-pay students. After one day of meal charges, an alternative meal will be provided until the account is funded or the student brings cash to pay for the meal.

No meal charges will be allowed for secondary students. A la Carte items may not be charged and students must pay full price when purchasing more than one meal on the same day.

## Meal Prices

For information about current meal prices, please visit our website at [www.sanjuan.edu/nutritionservices](http://www.sanjuan.edu/nutritionservices) or call (916) 979-9699.

## E-mail Menus

You can eliminate the amount of paper in your home by signing up to have your student's menu e-mailed each month along with the monthly nutrition newsletter. Choose "Going Green! Menus" at [www.sanjuan.edu/nutritionservices](http://www.sanjuan.edu/nutritionservices). Menus are mailed on the first of each month at midnight. For more information about the Nutrition Services department visit [www.sanjuan.edu/nutritionservices](http://www.sanjuan.edu/nutritionservices) or call our office at (916) 979-8966.

## Summer Fun Cafe

Each summer, Nutrition Services operates our Summer Fun Cafes through the Seamless Summer Feeding Option (SSFO) program. The SSFO is a federal program that allows public school districts to provide free meals in low-income areas during the summer. There is no enrollment, no paperwork and no income requirements for children ages 18 and under to receive a free breakfast or lunch. Children do not have to be enrolled in San Juan Unified School District to participate in the program.

## Wellness & Nutrition Policies

Our District Coordinated School Health Council reviewed and revised the San Juan Unified School District Wellness Policy in early 2015. The revisions include new requirements under the U.S. Department of Agriculture (USDA) Healthy Hunger-Free Kids Act of 2010. The revisions also include new "USDA Smart Snacks" guidelines that restrict the sale of non-nutritious foods and beverages on school campus. For more information about the Coordinated School Health Council and District Wellness Policy, visit: [www.sanjuan.edu/cshc](http://www.sanjuan.edu/cshc). (EC § 38085, 49430-49436, 49490-49493, 49500-49505, 49510-49520, 49530-49536, 49547-49560, 49570, 51222-51223; BP 3550, 3553, 3554, 5030, 6142.2,6142.7)

## Transportation

The Transportation Department is located at 3050 Orange Grove Avenue in North Highlands. The telephone number is (916) 971-7076. Visitor parking is located on the West side of the building. Visitors are required to check in at the front desk. Office hours are Monday through Friday 7:00 a.m. - 4:30 p.m. during the school year and Monday through Thursday 7:00 a.m. - 3:30 p.m. during the summer.

## Busing

San Juan Unified only provides transportation services as mandated by state and federal law. Transportation services are only offered to specifically identified special education students.

If your special needs student is new to our district, please contact the Special Education Department Field Office at (916) 971-7525 for additional information.

In order to ensure the safe transportation of your special needs child, the following procedures have been adopted and compliance is required.

1. Have your child ready and at the bus stop five minutes prior to the scheduled departure time. If your child is not ready, the driver will continue on the route. It is your responsibility to watch for the bus.

2. If your child cannot be left alone in the afternoon, please be home and ready to receive your child at school dismissal time. Because of absenteeism, the drop off time will occasionally vary. If no one is home, the student will be returned to school and it will be your responsibility to pick your child up at the school.

3. If you should move or have a daycare change, please notify the Special Education Office at (916) 971-7525 as soon as possible prior to the change request. Changes may take up to ten days to implement.

4. Prior to the start of school, your child's school bus driver(s) will contact you with the route number, as well as the pick up and drop off times. If you do not receive a phone call by noon on August 16, 2016, please call the Transportation Department at (916) 971-7076 for the pick up and drop off times.

5. The bus driver will provide you with a student information sheet ("leave alone" authorization) This form allows you to inform the Transportation Department of concerns and requirements in regards to your child. Additionally, it notifies the department as to whether your child may be left at the bus stop without adult supervision in the afternoon.

If you wish for your child to be left without adult supervision, we must have the form delivered to the transportation office before school starts. Please mail or deliver the form to the transportation office at 3050 Orange Grove Ave., North Highlands, CA 95660

## Safety

Our district is committed to providing a safe learning environment for all students. In San Juan Unified, we work hard to ensure students attend school with no safety or discipline problems.

## Safe Schools Partnership with Sheriff's Department

San Juan Unified has a Safe Schools partnership with the Sacramento County Sheriff's Department. Off-duty deputies (safe schools officers) are on school campuses daily to help with prevention and enforcement. The City of Citrus Heights provides police protection and response to schools within city boundaries including dedicated school resource officers at San Juan and Mesa Verde high schools.

## Safety Plans & Teams

In addition, every school has established safe school teams that include staff and families. Safe school plans are updated annually to prevent problems and ensure staff respond effectively in case of an emergency. Our district's Safe Schools program staff works with representatives from each school and district staff to assess and make recommendations for improved safety measures.

## Safety Measures

Other safety measures at the schools include: strong behavior standards and enforcement, closed campuses, campus monitors, conflict resolution programs, counseling, active family organizations, student prevention programs and an emphasis on character education. Our district takes all instances of furnishing controlled substances, possession of weapons, bullying and causing physical injury to others as very serious offenses.

District employees and volunteers who work regularly with students are fingerprinted and pass background checks. All school campuses are closed. Students must have permission to leave campus and

all visitors must check in at the office to obtain the principal's permission to be on campus.

## After School Campus Safety

Families are encouraged to become involved in safety programs at their students' schools and to discuss personal safety with their students, particularly safety after school. Students are supervised during the school day and during participation in district-sponsored after-school programs. However, after the school day ends, San Juan Unified opens school campuses for use by the public and community groups.

If your student remains on school campus after the school day, please talk with him or her about utilizing the same safety considerations recommended in any public facility such as a shopping area or park. Families are also encouraged to familiarize themselves with emergency plans and procedures at their students' schools and to develop emergency plans and procedures for their home.

## Safety Concerns

If you notice a potentially unsafe condition, please report it immediately to the school principal or to the school district's maintenance/security operations division at (916) 971-7000. You may also call the 24-hour safety tip line at (916) 979-8477 or send a text message to (916) 243-5552 to leave a message about anything that has caused or could cause a problem for students, staff or school property.

All calls to the tip line will be kept confidential. Reports can also be made via our district web site. Go to [www.sanjuan.edu/safety](http://www.sanjuan.edu/safety), choose "Tell Someone."

## Bullying

If you suspect your child is being bullied, listen and take it seriously. Maintain open communication with your child. Document dates, time and details. Work with your child's school to resolve the situation. Maintain open communication with school and district staff and discuss steps taken. The law does not allow schools to discuss the discipline of other children.

Some concerns may not fit the legal definition of bullying. School and district staff will work with you to address these issues. Help your child develop skills to act assertively, not aggressively, in a bullying situation. Do not encourage physical retaliation. Role model how to treat others with respect in the home and the community. For more information visit [www.sanjuan.edu/bullying](http://www.sanjuan.edu/bullying) or call (916) 575-2380.

## Megan's Law

Megan's Law provides the public with information on the whereabouts of registered sex offenders so that community members may protect themselves and their children. The California Department of Justice's website ([www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)) provides access to the information. In addition, the Sacramento County Sheriff's Department utilizes OffenderWatch®, a sex offender notification tool. The community can access OffenderWatch® through the Sacramento County Sheriff's Department's website ([www.sacsheriff.com](http://www.sacsheriff.com)). Registered sex offenders will not be permitted to act as a volunteer at school or school activities.

## Emergency Communication

Our district has taken steps to ensure that our families can stay informed in the event of an emergency at school. Our district uses an emergency messaging system to notify parents and guardians of situations at individual school campuses. The system allows our district and schools to contact parents in a matter of minutes. This will usually be the first communication parents receive during an emergency situation. It is vital that

schools have correct contact information to ensure families receive important emergency information in a timely manner.

In case of an emergency, families and members of the community should access our district's website at [www.sanjuan.edu](http://www.sanjuan.edu). Updates on critical situations will be placed on the home page. Our district also views members of the media as a valuable partner in sharing emergency information with families. Local radio, TV and newspaper websites will often carry the latest news during critical situations.

Families are asked to use caution and good judgment when communicating directly with students via cell phone or text message during an emergency. Students engaged with cell phones may be distracted from critical instructions being given by school staff. Rumors among students are also hard to control during crisis situations. Families should rely on official information from our district notification system's phone calls or by district statements to local media for the most accurate information.

## Walkability & Bikeability Program

Our district conducts walkability/bikeability audits at elementary, K-8 and middle schools to support safe walking and biking to school and encourage a healthy lifestyle.

Audits include student tallies and family school trip surveys that assess current walk/bike travel routes and identify barriers to walking or biking. Audits provide an individualized school report that includes recommendations for infrastructure improvement projects, enforcement actions and educational and encouragement activities. Activities could include: International Walk to School Day, Bicycle Education, Fire up Your Feet classroom activities, Walking School Busses, Bicycle Rodeos and schoolwide incentives that encourage healthy lifestyle choices. Audits are available to interested schools and conducted as funding allows.



## School Closures

In unusual circumstances, such as severe weather, it may be necessary to close schools for the safety of students and staff. Whenever possible, the decision to close a school is made before school begins. Families will be notified by our district's automated phone calling system. Additional information will be available on our district website and via local news media. If it is necessary to close school after the school day begins, families will be contacted and informed on how, when and where their student can be picked up.



## Student Health Information

Our Health Services department believes that healthy children learn better. We serve as advocates for children by assisting families and communities to manage and minimize health concerns, thereby allowing students to achieve educational goals. As members of multidisciplinary teams, we promote education and knowledge by addressing health issues that are barriers to school attendance and participation.

Health Services personnel (school nurses, LVNs or health assistants) are not regularly available on school campuses. Nurses are available on an itinerant basis to assess the health needs and supervise the health care of special-needs students and to administer health screenings (vision, hearing and scoliosis).

It is imperative that parents or guardians fully inform the office staff and each teacher who works with their student(s) regarding any significant health problems. If your student requires specialized health care during the school day, you will be scheduled to meet with a school administrator, health services personnel and other school staff to design an individual plan. It may be helpful for you to establish a "buddy system" for your student by informing a classmate about his/her condition and how to react in an emergency.

## Health Examination Requirements

State law requires parents or guardians of first grade students, upon enrollment, to provide a certificate of health examination or sign a waiver for a health exam. The health exam may be given up to 18 months before or within 90 days after entering first grade. Families are encouraged to obtain the health exam simultaneously with immunizations. (HSC § 124105)

## Exemption from Physical Examination

For the health of all students, our district actively cooperates in measures necessary for the prevention and control of communicable diseases. However, a physical examination will not be given to a student whose parent or guardian requests this exemption in writing. (EC § 49403 and 49450-49451)

## Immunization Requirements

State law requires that for unconditional admission to school, all students under 18 must be fully immunized according to requirements of the state Department of Public Health. Immunizations required for admission to kindergarten include:

Immunization	Doses
Polo	4
DPT – Diphtheria/Pertussis/Tetanus	5
MMR – Measles/Mumps/Rubella (3-day measles)	2
Hepatitis-B	3
Varicella (Chicken Pox)	1

Immunizations required for admission to 7th grade (if not received at a younger age):

Immunization	Doses
MMR - Measles/Mumps/Rubella (3-day measles)	2
Hepatitis-B	3

Immunizations required for admission to 7th-12th grades include:

Immunization	Doses
TDAP (on or after 7th birthday)	1

All other entering students that are not fully immunized according to our policy and schedule provided by the state Department of Health Care Services may be admitted only on the condition that they obtain any additional immunization(s) within specified time periods. Students may be exempted from immunization for medical reasons. Parents or guardians must sign a waiver to obtain this exemption. A physician must submit verification for medical reasons. Students who do not comply with the requirements shall be excluded from school. In the event of an outbreak of a disease for which the student has not been immunized, he or she may be excluded from school for the period of communicability. If you have questions about your student's immunization record and/or admission status, please contact your student's school. (EC § 49403 and 48216; BP 5141.3)

## San Juan Central Immunization Clinic

San Juan Central, our district's centralized enrollment center, will provide immunizations to families who do not have health insurance. The clinic is located at 3700 Garfield Ave., Carmichael, CA 95608 in room 4. The cost is \$10 per visit, per student. Walk-ins are welcome. Please refer to [www.sanjuan.edu/sjcentral](http://www.sanjuan.edu/sjcentral) for clinic dates.

## Contagious or Infectious Disease

A student may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease. The student shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious. (EC § 49451; BP 5112.2)

## Administering Medication

A designated school employee may administer medication (prescription and over-the-counter) during the school days only upon written request of both the physician and parent(s) or guardian,

detailing the method, amount and time the medication is to be taken. (EC § 49423-49425; BP 5141.21)

Medication will be administered only to students whose parent or guardian and physician deem it necessary for potentially life-threatening medical conditions or for those who need medication administered during the school day in order to interact appropriately at school. Authorization forms for medication are available in each school office and on our district's website. Authorization forms must be renewed annually, and are in effect from August 1 to July 31 of the following year.

Medications must be brought to the school office in their original container. Parents or guardians are encouraged to ask the student's physician to prescribe long-acting medication, if possible, so that medication does not need to be given at school.

## Continuing Medication

State law requires that parents or guardians notify the school when their student is on continuing medication for a non-episodic condition (such as asthma, hyperactivity, diabetes or epilepsy). (EC § 49480)

## Evaluation of Vision

To ensure their ability to learn and address any visual challenges as early as possible, San Juan Unified will evaluate the vision of each student, including tests for visual acuity and color vision, upon first enrollment and at least every third year thereafter, for students in grades 1, 3, 6 and 8. The evaluation may be waived upon parent or guardian request and/or presentation of an appropriate certificate from a physician or optometrist. Parents or guardians will be notified if their student fails the vision screening test. (EC § 49450-49457)

## Evaluation of Hearing

To ensure their ability to learn and address any hearing challenges as early as possible, San Juan

Unified will evaluate the hearing of each student in grades 1, 2, 5, 8 and 10 by an authorized individual or agency. The evaluation may be waived upon parent request. Parents or guardians will be notified if their student fails the hearing screening test. (EC § 49452 and 49454)

## Dental Health

To make sure your student is ready for school, California law requires students to have an oral health assessment by May 31 in kindergarten or first grade, whichever is his or her first year in public school. Assessments occurring within the 12 months before your student enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

Students at some schools may receive a complimentary dental exam in conjunction with a dental education program. A dental exam will not be given to any student whose parent or guardian requests an exemption in writing. (EC § 49452.8)

## Life-Threatening Allergies

San Juan Unified School District is aware that anaphylactic reactions, most often caused by exposure to substances to which a student is allergic, can be life threatening. The sources of these allergens are typically food, medicines, insects and latex. The risk of accidental exposure to these allergens can be reduced in the school setting when school staff, students, families and physicians work together to minimize risks and provide a safe environment.

When a student has a life-threatening allergy, it is the responsibility of the parent or guardian to inform the school staff of the student's allergic condition. The student's physician will establish specific treatment procedures and provide these to the school. School staff will be made aware of these procedures and be knowledgeable about the location of necessary medications and their administration. Training shall be provided to

school site staff to recognize the reactions, follow the written procedures and be aware of our district guidelines regarding life-threatening allergies. Our staff will work with families on an individual basis to accommodate the needs of the student with allergies/potential anaphylactic reactions and diminish the risk of accidental exposure to their specific allergens. (EC § 49403, 49414, 49423, 49423.5 and 4923.6; BP 5141.21; CCR Title 8: 5193)

## Undiagnosed Anaphylaxis

Anaphylaxis is a severe allergic reaction which can occur after exposure to an allergen, an insect sting or even rarely after exercise. Without immediate administration of epinephrine and medical attention, death could occur. Individuals may experience anaphylaxis that have no known previous history to an allergy and therefore, may not have their own prescription.

Legislation allows for a school nurse or a trained volunteer to administer an epinephrine auto-injector to an individual who is exhibiting potentially life-threatening symptoms of anaphylaxis after exposure or ingestion of an allergen. Training on signs and symptoms of anaphylaxis, how to administer the epinephrine auto-injector, calling EMS (911) and any follow up documentation or actions required will be provided to volunteers. (EC § 49414; SB 1266)

## Management of Diabetes

Our district is aware diabetes is increasing in the school age population. Type 2 Diabetes is becoming more common, especially in overweight teens. In fact, one in three American children born after 2000 will develop Type 2 Diabetes in his or her lifetime. The disease develops slowly and there may be no symptoms initially, but it is treatable and preventable. Safe and appropriate management of a student's diabetes during the school day and school-sponsored activities can be accomplished when school staff, families, students and



physicians work together to promote optimum diabetes management, minimize risks and provide a safe environment.

It is the responsibility of the parent or guardian to inform school staff of the student's diabetic condition. The student's physician will establish specific treatment procedures and provide these to the school. School staff will be made aware of these procedures and be knowledgeable about the location of necessary medications and their administration. Training shall be provided to school site staff to recognize possible emergency situations, understand blood glucose monitoring, follow written procedures and be aware of our district's guidelines regarding management of diabetes at school. Our staff will work with families on an individual basis to accommodate the needs of the student with diabetes.

If you have any questions, please contact your school nurse or the San Juan Unified Health Programs office at (916) 971-7643. This information is available in over 25 languages on the California Department of Education website: [www.cde.ca.gov/ls/he/hn/type2diabetes.asp](http://www.cde.ca.gov/ls/he/hn/type2diabetes.asp) (EC § 49452.7)

## Student Health Insurance

San Juan Unified School District does not provide any insurance to cover injuries that students may sustain at school or while participating in athletic events. Our district recommends that families consider purchasing this type of insurance coverage for their child. By state law, any student participating in interscholastic sports must have adequate medical insurance.

San Juan Unified has arranged for families, if they wish, to purchase student athletic accident insurance through the Student Insurance Company. Packets are available from school offices. For benefit coverage information, call Diane Edelstein at 1-800-367-5830. Enrollment in the Student Insurance Company program is voluntary. (EC § 49470-49472; BP 5143)

## Married, Pregnant and/or Parenting Students

Married, pregnant and/or parenting students retain the right to participate in any comprehensive school or educational program. The classroom setting is the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child. Additional information regarding services to married, pregnant and/or parenting students can be found in BP 5146 on our district website at [www.sanjuan.edu](http://www.sanjuan.edu) or by contacting a counselor at your student's school, the Family and Community Engagement Office at (916) 971-7929 or 3) or the Central Enrollment Office at (916) 726-5826. (BP 5146)

## Confidential Medical Services

By law, a student may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian, except as provided for by law. (EC § 46010.1)

## Health Services Reimbursement

San Juan Unified, in cooperation with the California Department of Health Care Services and California Department of Education, has a program that allows our district to be reimbursed with federal Medicaid dollars for selected health services (such as health treatments and health assessments) provided to eligible students at school. In accordance with local education agency rules and guidelines, we are notifying you that eligible student records may be forwarded to our district's billing agency in a confidential manner (Federal Health Insurance Portability & Accountability Act compliant). School health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents and guardians will never be billed for services by the San Juan Unified School District.

## Pest Management

The Healthy Schools Act of 2000 requires school districts to notify families of pesticides they expect to apply during the year. San Juan Unified and our pest management contractors practice Integrated Pest Management (IPM) for pest problems on school premises. IPM focuses on long-term prevention or suppression of pest problems. If management of pests is required, treatment methods may include mechanical, cultural or biological pesticides of the least toxic category.

Due to the low toxicity of most of these pesticides, many are exempt from the reporting process. It is our long-standing practice to use the least toxic means available to prevent or eliminate pest control problems. When pest populations are not appropriately controlled with these exempt pesticides, the following non-exempt pesticides may be used. The pesticides listed below are in the least toxic category, category 3, caution label only:

Name of Pesticide (Active Ingredient) Cy-Kick (Cyfluthrin); Suspend SC (Deltamethrin); Wasp-Freeze (d-trans Allethrin); Merit (Imidacloprid); Premise 75 (Imidacloprid); Termidor (Fipronil); BP-100 (Pyrethrin); Roundup (Glyphosate); Zenith 75 WSP (Imidacloprid) CB 80 Extra (Pyraethin).

San Juan Unified will not apply Toxicity Category 1 (Danger) or 2 (Warning) pesticides, organophosphates or carbamates, or those pesticides listed on the Proposition 65 list. A site registry will be established for those students or staff who have a medical condition or require notification prior to the use of the above materials. To receive prior notification about application at your site, please contact the Maintenance & Operations Department at (916) 971-5740 during regular work hours (school hours) and tell us you will need notification of pesticide application.

Except in emergencies, everyone on this registry will receive at least 72-hour notification prior to pesticides being applied at their school. You can find out more information regarding these pesticides and

pesticide use reduction at the Department of Pesticide Regulation's website at <http://www.cdpr.ca.gov>. If you have any questions, please contact Bill Dunn, our district's IPM Coordinator at (916) 971-5740.

## Availability of Asbestos Management Plans

San Juan Unified has a district wide asbestos containing building material (ACBM) assessment management plan. This asbestos management plan is in compliance with rules and regulations of the United States Environmental Protection Agency (EPA) and, more specifically, Asbestos Hazard Emergency Response Act (AHERA), enacted October 1987.

The management plan was developed from the physical inspections and surveys conducted from 1988 thru present, of all schools/site facilities within the San Juan Unified. All ACBM has been posted with warning labels to alert building occupants and maintenance personnel, who in the course of their work, may disturb the ACBM. The inspection survey and sample data was compiled into a management plan for each individual district school/site location. Each management plan is available for review at each school office or SJUSD Maintenance & Operations at 6135 Sutter Avenue, Carmichael, CA 95608.

Any person who may have question or concern in regards to the AHERA management plan or documentation on any abatement project is welcome to call Maintenance & Operations at (916) 971-5740.

## Student Fees

San Juan Unified shall follow uniform complaint procedures when addressing complaints alleging a failure to comply with state or federal law or regulations, including allegations that a student has been required to pay a student fee for participation in an educational activity, other than those fees, deposits or other charges allowed by law.

## Uniform Complaints

San Juan Unified is primarily responsible for compliance with federal and state laws and regulations. Any student, staff member or parent/guardian who feels that unlawful discrimination, harassment, intimidation, bullying or sexual harassment has occurred should immediately contact a teacher, the school principal or our district Title IX compliance officer. Copies of the complaint procedures are available free of charge at school or district offices.

## Uniform Complaint Process

Obtain a copy of the uniform complaint form from the school or Title IX compliance officer. Submit the complaint form to the school principal or Title IX compliance officer.

### Investigation

Our district will investigate the complaint and provide a written report of the investigation and decision within 40 calendar days of when the complaint is filed.

### Mediation

Mediation is optional. It involves a third party who assists the parties in resolving the dispute. If mediation is used, the timelines are extended by 30 days.

### Appeals

If the person making the complaint disagrees with our district's decision, he/she has five days to appeal the decision to the school district board of education; or alternatively, 15 days to appeal the decision to the California Department of Education. A person filing a complaint may also seek civil law remedies, subject to certain time lines.

At any time, a complainant has the right to file a complaint alleging violations of federal laws or regulations, prohibiting unlawful discrimination, harassment, intimidation and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual

orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics with the United States Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105.

Complaints will be kept as confidential as appropriate. San Juan Unified prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a uniform complaint, contact a teacher, principal, site administrator or our district Title IX compliance officer, Linda C. T. Simlick, General Counsel at P.O. Box 477, Carmichael, CA 95609-0477. You can also call (916) 971-7110.

For concerns that do not meet uniform complaint guidelines, families can contact the Family and Engagement department at (916) 971-7929 for assistance.

## Williams Settlement

The Williams Settlement is a settlement of a class action lawsuit against the State of California claiming the State failed to provide poor and underprivileged students with equal educational opportunities. The Williams Settlement applies to all schools in California and addresses sufficiency of textbooks and instructional materials, facility conditions, the vacancy or misassignment of teachers and interventions for students who have not passed the exit exam by the end of Grade 12.

Each district classroom has posted the Williams Settlement notice outlining minimum instructional standards including sufficient textbooks, instructional materials, teacher vacancies, staffing misassignments, facilities, available intensive instruction services and complaint procedures. (EC § 35186 and 60119)

## Williams Complaints

A complaint alleging any condition(s) specified in the Williams Settlement should be filed with the school principal or designee. The principal or designee will make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to our district superintendent or his/her designee.

If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the governing board in open session at a regularly scheduled board meeting.

For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of students as described above, a complainant who is not satisfied with the resolution proffered by the principal, district superintendent or his/her designee, may file an appeal to the Superintendent of Public Instruction. Complaints and written responses shall be public records.

A complaint form may be obtained at the school office, district office or downloaded from the San Juan Unified School District's website at <http://www.sanjuan.edu>. You may also download a copy of the California Department of Education complaint form from the following Website: <http://www.cde.ca.gov/re/cp/uc/index.asp> (AR 1312.4)

## NOTES



Early Childhood Education / Preschool			High Schools		
Marvin Marshall 5309 Kenneth Ave., C 95608 971-7375	Mission K-6 Open 2925 Mission Ave., C 95608	575-2362	Bella Vista 8301 Madison Ave., FO 95628 971-5052		
General Davie, Jr. 1500 Dom Way S 95864 575-2430	Northridge K-6 5150 Cocoa Palm Wy., FO 95628 867-2066		Casa Roble Fundamental 9151 Oak Ave., O 95662 971-5452		
<b>Elementary Schools</b>			<b>Special High School Programs</b>		
Arlington Heights K-5 6401 Trenton Wy., CH 95621 971-5234	Orangevale Open K-8 7229 Beech Ave., O 95662 867-2067		El Camino Fundamental 4925 Dewey Dr., FO 95628 971-7430		
Cambridge Heights K-5 5555 Fleetwood Dr., CH 95621 867-2000	Ottomon K-5 5630 Illinois Ave., F.O. 95628 986-2228		El Camino Fundamental 4300 El Camino Ave., S 95821 971-7538		
Cameron Ranch K-5 4333 Hackberry Ln., C 95608 575-2302	9460 Ottomon Wy., O 95662 Pasadena K-5 4330 Pasadena Av., S 95821 575-2373		Encina Preparatory (6-12) 1400 Bell St., S 95825 971-7538		
Carmichael K-5 6141 Sutter Ave., C 95608 971-5727	Peck K-5 6230 Rutland Dr., C 95608 867-2071		Mesa Verde 7501 Carriage Dr., CH 95621 971-5288		
Carriage K-6 7519 Carriage Dr., CH 95621 971-5241	Pershing K-6 9010 Pershing Ave., O 95662 867-2076		Mira Loma 4000 Edison Ave., S 95821 971-7465		
Cottage K-5 2221 Morse Ave., S 95825 575-2306	Schweitzer K-5 4350 Glenridge Dr., C 95608 867-2094		Rio Americano 4540 American River Dr., S 95864 971-7494		
Cowan Fundamental K-6 3350 Becerra Wy., S 95821 575-2312	Sierra Oaks K-8 171 Mills Rd., S 95864 575-2390		San Juan 7551 Greenback Ln., CH 95610 971-5112		
Coyle K-5 6330 Coyle Ave., C 95608 867-2012	Skycrest K-5 5641 Mariposa Ave., CH 95610 867-2098		<b>Special High School Programs</b>		
Del Dayo K-6 1301 McClaren Dr., C 95608 575-2323	Starr King K-8 4848 Cottage Wy., C 95608 971-7320		El Sereno Independent Study 10700 Fair Oaks, F.O. 95628 971-5060		
Del Paso Manor K-6 2700 Maryal Dr., S 95821 575-2330	Thomas Kelly K-5 6301 Moraga Dr., C 95608 867-2041		La Entrada Continuation HS 5320 Hemlock St., S 95841 426-4088		
Deterding K-6 6000 Stanley Ave., C 95608 575-2338	Trajan K-5 6601 Trajan Dr., O 95662 971-5200		Visions in Education Charter 4800 Manzanita Ave., C 95608 971-7037		
Dewey Fundamental K-6 7025 Falcon Rd., FO 95628 867-2020	Twin Lakes K-6 5515 Main Ave., O 95662 986-2243		Choices Charter School 4425 Laurelwood Way S 95864 979-8378		
Dyer-Kelly K-5 2236 Edison Ave., S 95821 566-2150	Whitney K-5 4248 Whitney Ave., S 95821 971-5216		<b>Special Education Centers</b>		
Edison K-7 2950 Hurley Wy., S 95864 979-8960	Woodside K-8 8248 Villa Oak Dr., CH 95610 971-5216		Laurel Ruff 5325 Garfield Ave., S 95841 971-7586		
Gold River Discovery Ctr. K-8 2200 Roaring Camp Dr., GR 95670 867-2109	<b>Middle Schools</b>				
Grand Oaks K-5 7901 Rosswood Dr., CH 95621 971-5208	Arcade Fundamental 3500 Edison Ave., S 95821 971-7300		La Vista 4501 Bannister, F.O. 867-2121		
Green Oaks Fundamental K-6 7145 Filbert Ave., O 95662 986-2209	Arden 1640 Watt Ave., S 95864 971-7306		Ralph Richardson 4848 Cottage Wy., C 95608 971-7411		
Greer K-5 2301 Hurley Wy., S 95825 566-2157	Barrett 4243 Barrett Rd., C 95608 971-7842		<b>Adult Education</b>		
Howe K-5 2404 Howe Ave., S 95825 566-2165	Carnegie 5820 Illinois Ave., O 95662 971-7853		Sunrise Tech Center 7322 Sunrise Blvd., CH 95610 971-7654		
Kingswood K-8 5700 Primrose Dr., CH 95610 867-2046	Churchill 4900 Whitney Ave., C 95608 971-7324		<b>San Juan Central</b>		
LeGette K-6 4623 Kenneth Ave., FO 95628 867-2054	Pasteur Fundamental 8935 Elm Ave., O 95662 971-7891		3700 Garfield Ave., C 95608 916-SAN-JUAN 916-726-5826		
Lichen K-8 8319 Lichen Dr., CH 95621 971-5237	Sylvan 7085 Auburn Blvd., CH 95610 971-7873				
Mariemont K-5 1401 Corta Wy., S 95864 575-2360	Will Rogers 4924 Dewey Dr., FO 95628 971-7889				
Mariposa K-5 7940 Mariposa Ave., CH 95610 971-5212					

C=Carmichael GR=Gold River  
CH=Citrus Heights O=Orangevale  
FO=Fair Oaks S=Sacramento

Month	FIRST WEEK							SECOND WEEK							THIRD WEEK							FOURTH WEEK							FIFTH WEEK							School Days		Non-Inst Days		Optional PD Days				
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	Days	Sec	Days	Days	Days	Days	Days		
July																																												
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	25	26	27	28	29	10	10	2		1			
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<b>Holidays</b>																																												
September 5, Labor Day																																												
November 11, Veterans' Day																																												
November 24, Thanksgiving Day																																												
November 25, Local Holiday																																												
December 26, Christmas Day (Observed)																																												
December 27, 28, 29, 30 Winter Break																																												
January 2, New Year's Day (Observed)																																												
January 16, Martin Luther King, Jr. Day																																												
February 20, President's Day																																												
February 21 Lincoln's Day Observed																																												
April 14, Local Holiday																																												
May 29, Memorial Day																																												
Strike through days represent "School Recess Days"																																												
Board Approved: 1/14/14																																												
Revised: 11/10/15																																												

Instructional Days 180  
 Non-Instructional Days 5\*  
 Total Days 185

**Semester Dates - Secondary (MS & HS)**  
 August 18 - January 9 (85 days)  
 January 10 - June 8 (95 days)

**Trimester Dates (Elem & K-8)**  
 August 18 - November 10 (12 Weeks)  
 November 14 - March 3 (12 Weeks)  
 March 6 - June 8 (12 Weeks)

**\*Non-Instructional Days**  
 August 15 - Optional Professional Development Day provided by SJUSD  
 August 16 - Staff Development Day  
 August 17 - Teacher Work Day  
 November 10 - Elem & K-8 Teacher Work Day  
 November 10 - Optional MS & HS Professional Development Day provided by SJUSD  
 January 9 - MS & HS Teacher Work Day  
 January 9 - Optional Elem & K-8 Professional Development Day provided by SJUSD  
 \* Plus 12 hours of Staff Development determined by site

# GLOSSARY OF TERMS

It is important that families understand the terms, acronyms and phrases used in our handbook. We've compiled a list that may be useful while reading through the different sections.

**Advanced Placement Courses** - high school courses that offer college credit if successfully completed.

**Administrative Regulation (AR)** - while the board policy is the guidance provided by the San Juan Unified Board of Education on an issue, the Administrative Regulation specifies the way the guidance is implemented.

**Assault** - unlawful attempt, coupled with present ability, to commit a violent injury on the person of another

**Battery** - willful and unlawful use of force or violence upon the person of another.

**Board of Education** - the San Juan Unified Board of Education, also referred to as our board, is the governing body for the San Juan Unified School District. The five board members are elected at large by the community to four-year terms.

**Board Policy (BP)** - is the specific San Juan Unified board policy that applies to a course of action or rule within our district. All of our board policies can be found online at [www.sanjuan.edu/boardpolicies](http://www.sanjuan.edu/boardpolicies) or viewed at our district office.

**Brandishing** - to wave a weapon menacingly.

**Bullying** - any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students directed toward one or more students that can be reasonably predicted to have the effect of one or more of the following:

1. placing a reasonable student or student's in fear of harm to that student's or those students' person or property

2. causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health
3. causing a reasonable student to experience substantial interference with his or her academic performance
4. causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

**Common Core State Standards (CCSS)** - the key academic standards that replace previous California standards in English/language arts and math.

**The California Code of Regulations (CCR)** - the official compilation and publication of the regulations adopted, amended or repealed by state agencies pursuant to the Administrative Procedure Act (APA).

**The Code of Federal Regulations (CFR)** - the codification of the general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the federal government of the United States.

**Early Childhood Education (ECE)** - the learning services provided to children prior to being eligible to enroll in transitional or traditional kindergarten.

**The California Education Code (EC)** - one of 29 legal codes enacted by the California State Legislature, which together form the general statutory law of California. The Full Code can be accessed online at <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=edc> or viewed at our district office.

**Electronic Act** - transmission, originated on or off the school site, by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager, of a communication, including but not limited to, any of the following:

1. a message, text, sound or image
2. a social network post including but not limited to:

- a. posting to or creating a burn page (website created for the purpose of having one or more of the effects listed in the definition of bullying)
- b. creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in the definition of bullying
- c. creating a false profile for the purpose of having one or more of the effects listed in the definition of bullying

**English Learner** - students who are unable to communicate fluently or learn effectively in English, who often come from non-English-speaking homes and backgrounds, and who typically require specialized or modified instruction in both the English language and in their academic courses.

**Expulsion** - removal of a student from all schools in San Juan Unified for violating the California Education Code. Expulsion is for a defined period of time not to exceed one calendar year.

**The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment)** - a United States federal law that governs the access of American citizens' educational information and records.

**The California Health and Safety Code (HSC)** - the code covering the subject areas of health and safety.

**The Individualized Education Program (IEP)** - is a written document that's developed for each student who is eligible for special education. The IEP is created through a team effort and reviewed at least once a year.

**School Attendance Review Board (SARB)** - representatives from various youth-serving agencies, help truant or recalcitrant students and their parents or guardians solve school attendance and behavior problems through the use of available school and community resources.

**Self-defense** - to establish the defense, the person must be free from fault or provocation; must have no

# GLOSSARY OF TERMS

means of escape or retreat; and there must be an impending peril.

**Serious Bodily Injury** - serious impairment of physical condition, including but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.

**Suspension** - removal of a student from the classroom for disciplinary reasons for a defined period of time.

**Terroristic Threat** - any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

**Title I of the Elementary and Secondary Education Act (ESEA)** - provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards.

**The United States Code (USC)** - a consolidation and codification by subject matter of the general and permanent laws of the United States. The code can be found at <http://uscode.house.gov/>

**The California Vehicle Code (VC)** - contains almost all statutes relating to the operation, ownership and registration of vehicles (including bicycles) in the state of California in the United States.