



Student Services Branch

Alternative Education Department
Student, Family & Staff Handbook
2017-18

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Alternative Education Department

Our Vision...

To be “models of excellence in student learning and well-being,” we are committed to instruct, inspire and support our students by providing opportunities for them to discover their potential, develop their character, and maximize learning so they may become independent, life-long learners and productive citizens.

Our Mission...

Our students will learn in a personalized environment that fosters human dignity and promotes academic, social, emotional and personal success.

Community Schools

The Alternative Education Department provides educational programs for students who are under court supervision or who are not attending school for a variety of reasons. The program includes independent study and three community school sites throughout the county. The educational program emphasizes academic success and supports behavioral health.

The educational program (grades 7 – 12) is for youth who have been unsuccessful in traditional school. Also offered through our community school program is the EDGE/PEAK program for youth who may have committed a crime, but have not been fully adjudicated and have been placed under probation jurisdiction. These programs serve as a transition from institutions to district schools for students who have been expelled or referred from the district's Student Attendance Review Board (SARB) or other student study teams. Approximately 100 students are enrolled in the program at any given time.

Enrollment Process

The following steps must be completed prior to enrollment at any Community School in the Alternative Education Department of the Santa Clara County Office of Education.

1. Presentation of a statement verifying referral from the district of residence and a release from said district.
2. Presentation of an appropriate document indicating that the student falls under the provisions of Sections 300, 601 or 602 of the California Welfare and Institutions Code.
3. Presentation of an immunization record consistent with current California law.
4. Presentation of the most recent transcript of high school course work, attendance and exit grades, the student's IEP (if one is currently in effect), and Section 504 accommodations documentation, if any.
5. Meeting with Alternative Education Department staff at the Transition Center (3550 Snell Av, San Jose) to complete forms contained in the enrollment packet.
6. Referral to the appropriate Principal for the Intake Process – student and parent will complete and bring "The Community School Admission Packet" to the scheduled meeting.

Intake Process

Upon completion of the Enrollment Process, a meeting is scheduled between the student, parent and Principal (or designee) of the assigned Community School. At this time, the following items will be reviewed:

- Enrollment Packet from the Transition Center
- The Community School Student Admission Packet
- Transcripts

During the meeting, the principal (or designee) will discuss the responses provided by the student and parent on the Admission Packet. An interview will be conducted to determine the appropriateness of and commitment to placement at the assigned Community School. If after the interview it is determined that placement is appropriate, then Parent/School Compact will be signed by the student, parent and staff member conducting the interview. A class schedule will be developed for the student and a start date will be determined. Within 10 school days of enrollment, a My Action Plan (MAP) will be developed for the student and reviewed on a regular basis.

School Office Procedures

School Office Hours

The school office is open Monday through Friday from 7:30 am to 4:00 pm, except when school is closed.

Change of Address/Other Info

Parents/guardians should immediately notify the school office of any changes of address, home telephone, parent/guardian work telephone, or other contact information. This is important so that the school can communicate effectively with parents and guardians, particularly in the case of an emergency.

Absences

All absences, illnesses or otherwise must be verified in writing or by phone from a parent or guardian within 24 hours. For this reason, it is critical that the school is given updated contact information whenever changes happen.

Illnesses and Injuries

Students should not come to school when ill. If a student becomes ill or injured while at school, s/he needs to ask for a hall pass from a teacher and report to the school office.

Students may never leave the school grounds to go home because of illness or injury without checking through the school office.

No student will be allowed to leave campus due to illness or injury without parental permission.

Students who choose to leave without school/parent permission will receive an unexcused absence and a discipline referral.

Medical Appointments

Students are to bring a signed note from home stating the time, date and doctor's name. This note should be taken to the school office before school or during break to secure an off campus pass. No student may leave campus without an authorized off campus pass. Parents and doctors may be called to verify off campus passes. **Every effort should be made to have medical appointments after school hours.**

Dispensing Aspirin and Other Medications

California law prohibits school employees from dispensing aspirin or any other medications not authorized by parents or doctors in writing; this includes 18-year-old students. Parents whose children are required to take medication on a regular basis may request in writing that medication be dispensed through the School Office Coordinator. A form must be requested through the child's doctor and kept on file in the school office.

Office Phone

Use of the office phone is allowed only with the permission of the School Office Coordinator or Principal.

Closed Campus

ALL SCHOOLS IN THE ALTERNATIVE EDUCATION DEPARTMENT ARE CLOSED CAMPUSES. A student may not leave during school hours unless s/he has an off campus pass. No passes will be issued without permission from a student's parent/guardian. Students violating the closed campus policy will be held accountable according to the progressive discipline policies.

Lost and Found

The school office serves as the location for Lost and Found. If an article is found, it should be turned into the School Office Coordinator. If a student has lost an item, s/he should inquire at the office. Students must be aware that all items that are brought to school are brought at their own risk, and that the school is not responsible for the loss of personal items.

Attendance

The need for consistent school attendance is stressed at each of the schools in the Alternative Education Department. The student agreement with the school requires that students will attend regularly. For the purpose of receiving class credit, no distinction is made between excused and unexcused absences; however, teachers may wish to use their discretion in assigning grades to students who have missed too many days under extraordinary circumstances. In some cases, students may be allowed to make up class time following serious injuries, accidents, or other unavoidable situations. Students should understand that they are not allowed to miss school for frivolous reasons and that their continued participation in the Alternative Education programs can be severely jeopardized by unexcused absences. Supplemental contracts may be drawn up to address trancies, habitual absences or tardies.

Students missing more than 10 periods of school during a school year will be referred to the School Attendance Review Board (SARB). *The School Attendance Review Board may find a student or parent in violation of mandatory attendance laws and subject to fines by the courts, imprisonment of other penalty. In addition, families receiving Temporary Assistance to Needy Families (TANF) may have their benefits reduced or cut off if a student misses 10 periods of school in a year. Absences will be acknowledged as excused or unexcused according to the criteria set by the state of California.*

Reporting Your Child's Absence

State law requires that absence verification be made by a parent/guardian. This verification must be done by calling the school office within 24 hours of the absence. See page X for phone numbers for individual schools. A parent/guardian must leave a message with the School Office Coordinator or voicemail. Students who are 18 years of age or older may excuse their own absences. **However, adult students who abuse the attendance policy may be transferred to Adult Education.**

California State law does not recognize any absence as excused. The Alternative Education Department recognizes that the following activities may be unavoidably impact the student's schedule.

- Doctor appointments
- Dental/Orthodontist appointments
- Illness
- Funerals
- Court appearances (must be verified by court documents)
- At an employment conference
- Observation of a holiday or ceremony of his/her religion, or attendance at religious retreats.
- When the pupil is the custodial parent of a child who is ill or has a medical appointment during school hours (EC 48205)

A parent/guardian should telephone the school before 8:30 am each day an absence occurs:

1. Parent/guardian should contact the school to verify and explain the absence by phone.
2. Written verification should be received on the day the student returns to school.

Students who are ill should stay at home and recover. Students who come to school sick or who become sick at school will be sent home. Missing the bus, oversleeping, visiting with a relative, staying home to babysit a sibling, etc. are not excusable absences. Please remind students of appointments in the morning before they leave for school. This will help reduce classroom interruptions. Unexcused absences may affect a student's grades. A student who has three or more unexcused absences in a single semester will be declared truant. A truancy notice will be sent to the student's parent/guardian and forwarded to the District Attorney's office.

Tardies

Education Code defines a tardy as an absence from the time the school day starts (8:10 am) until up to 30 minutes of a class period. **There is no such thing as an excused tardy.** Students who are habitually tardy will be held accountable utilizing progressive discipline, which may include consequences ranging from detentions to community service hours to schedule or placement changes.

Consequences

As a consequence of tardiness or unexcused absences, school personnel may assign any of the following consequences as appropriate:

- After school detention for up to one hour
- In-house suspension/Saturday School/School During Vacation
- Request for Parent/Guardian drop-off or pick-up at the classroom or school
- Request Parent/Guardian to accompany student during class time

Our attendance procedures are designed:

- To help students be aware that information and instruction given in class is an important part of their educational experience.
- To help students understand that participation in class is important for both the student's own educational experience and the educational experience of his/her classmates.
- To allow teachers to have a full period to teach, free from interruptions and distractions caused by a student's partial or full-day absence.
- To instill in students the awareness of socially appropriate behavior that is considerate of others.
- To better prepare and educate students of the behavior expectations common in the workplace.

Student Use of Technology

The Santa Clara County Board of Education intends that technological resources provided by the Santa Clara County Office of Education (SCCOE) be used in a safe, responsible and proper manner in support of the instructional program and for the advancement of student learning. The Superintendent or designee shall notify students and parents/guardians about authorized uses of SCCOE computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with SCCOE regulations and the SCCOE's Acceptable Use Agreement.

Before a student is authorized to use the SCCOE's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities, which is provided during the student's intake. In that agreement, the student and his/her parent/guardian shall agree not to hold the SCCOE or any SCCOE staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless SCCOE personnel for any damages or costs incurred. The Superintendent or designee, with input from students and appropriate staff, shall review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the SCCOE's technological resources and to help ensure that the SCCOE adapts to changing technologies and circumstances.

The Superintendent or designee shall ensure that all SCCOE computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, pornographic, or harmful to minors and that the operation of such measures is enforced. To reinforce students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers to assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of SCCOE computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on SCCOE computers with Internet access.

Graduation Requirements

Alternative Education Graduation Requirements

SUBJECT	Credits Required for Students Graduating 2016-17 & Beyond	AB 167
English	40	30
Mathematics	10	10
Algebra	10	10
World History	10	10
U.S. History	10	10
Government/Econ	10	10
Visual / Performing Fine Arts / Career Tech Education	10	10
Life Science	10	10
Physical Science	10	10
Physical Education	20	20
Life Skills / Health	10	
Computer Applications	10	
Service Learning	<i>Optional*</i>	
Senior Project	<i>Optional*</i>	
Electives	40	
TOTAL	200	130
*A parent or student could opt to take these courses to graduate, which would change the total requirement to 220 credits.		

Earning School Credit for Graduation

It is the Alternative Education Department policy to calculate credits based on clock hours of instructional time. One semester credit is earned for each twelve hours of instructional time. If an instructional period is less than one hour in duration, it will take more than twelve instructional periods to earn a semester credit. The chart below is offered for ease in calculation from time to credits.

Class Period Instructional Minutes	Instructional Periods Needed Per Subject
60	12 periods = 1 credit
55	13 periods = 1 credit
50	15 periods = 1 credit
45	16 periods = 1 credit
40	18 periods = 1 credit

Reference: California Administrative Code, Title 5, Chapter i7 § 1600a(s)

Students do not automatically earn credit simply by being enrolled. Students must earn a passing grade in a class in order to earn the credits determined by this formula. A passing grade is determined based on a combination of the days attended, the quality of student work, and the amount of effort put into the work by the student.

Progress and Grade Reporting

Progress reports will be sent out at the end of the first quarter (October) and the third quarter (March). Semester grades will be available soon after the semesters end in December and June. **Parents/guardians whose students are in danger of receiving a “D” or an “F” will be contacted no later than six weeks prior to the end of the semester.**

Returning to District of Residence

Students who are referred to the Alternative Education Department (AED) due to expulsion will remain on our campuses for a period of time determined by the referring district’s expulsion or rehabilitation plan/order. Additionally, the districts will also often have supplementary conditions which a student must meet in order to return to the traditional campus. These often include, but are not limited to, community service, counseling, improved discipline record, improved attendance and/or restitution.

For students who are referred to AED by administrative placement or self-referral, an evaluation date will be determined by the district. This is usually at the semester change or at the end of the school year. In order for a student to be recommended for return to the district, s/he must have a good attendance and behavior record, as well as making adequate academic progress.

Additional Opportunities for Credit Recovery

In addition to earning traditional credits in the classroom, students may opt to participate in additional programs in an attempt to recover credits. These include, but are not limited to:

- **Silicon Valley Career Technical Education Center (SVCTE):** SVCTE (formerly known as the Central County Occupational Center (CCOC)) is located at 760 Hillsdale Av in San Jose which offers training opportunities to high school juniors and seniors in more than 30 specialty areas from 13 career clusters. Students are being bused to the center from select AED campuses for afternoon classes.
- **Community College Classes:** Students may take courses at the local community colleges for dual credit. Students should make sure that appointments and classes are after 2:30 pm so as not to conflict with regular AED school hours.
- **Community Service:** Students who perform volunteer community service may earn credit toward graduation. All community service projects must be pre-approved by the principal or counselor. PLEASE NOTE: Community service is a part of the Service Project requirement.
- **Independent Contracts:** Students can participate in individualized independent study contracts on their current campuses. These are set up with input from the counselor and at least one staff member.

Independent Study (IS):

Some students participate in IS where the majority of their learning program is done in a home setting. This program relies heavily on daily adult supervision. IS is not for everyone. Students must be highly motivated, self-disciplined, and be reading and comprehending at grade level. All placements are discretionary, must be approved by the department's Director and is dependent upon a student's demonstration of skills needed for success. Students earn credits based on work completed, not seat time. Students must arrive prepared with completed work in hand to scheduled appointments. While attending appointments, students must be in uniform and compliant of all school rules.

Please note: *These programs and opportunities are generally open only to those students who have good attendance, positive behavior, and have established a pattern of productive work in regular classes. Interested students should consult their counselor and principal to make sure that they are eligible.*

Alternatives to a Traditional High School Diploma

Adult Education/Metro Ed: Students near or over 18 years of age and not able to graduate from their high school may choose to complete their students at an Adult Education facility. Students interested in pursuing this avenue should contact the district from which s/he was referred for more details.

California High School Proficiency Exam (CHSPE): This is an alternative to the high school diploma for students 16 and 17 years of age. Passing this test allows a student to leave high school, with parent permission, prior to graduation. Unlike the GED (see below), the CHSPE is not equivalent to a diploma. Ask the site administrator or counselor for more details and/or an application.

High School Equivalency Test (HiSET®): The HiSET® is a State of California approved test which, if passed will result in a certificate of high school proficiency recognized as the equivalent of a high school diploma. See your site principal or counselor for more information.

Student and Family Support Services

Qualifications may apply.

Personal Counseling: Therapeutic counseling services are provided to students. There is no charge for these services. Individual and group counseling services are available to interested students. Release forms are filled out as part of the intake process and are required for participation.

Academic Counseling: All students will have the opportunity to work with an Academic Counselor to set academic goals and create educational program schedules to help them reach their goals.

Drug Intervention Support: Students will have the opportunity to receive drug intervention support as part of their daily program. Students can choose to opt in for credit in life skills. Students wishing to opt in for credit have the option of meeting with their principal monthly to discuss their progress or do an independent writing activity around their learnings, progress and growth.

Mental Health Support: Students and families have the opportunity to work with a trained therapist for intervention, counseling and support services.

Special Education: Special education programs and services are available to all eligible students. Parents who have reason to believe that a student needs special education services may contact the school counselor or site administrator.

Health Van: Monthly, a fully-functioning “doctor’s office on wheels” arrives on each of our community school campuses, providing confidential health services for all students, regardless of insurance status.

Breakfast and Lunch: Based on family income, some students may qualify to receive breakfast and lunch for free or at a reduced price. Students who do not qualify are able to purchase both meals at a reasonable price.

Bus Passes are a privilege that is earned. Community schools have a very limited number of youth bus passes available each month. Daily tokens will not be available, and students must turn in the previous month’s pass in order to receive the next month’s replacement. Students must maintain 90% attendance in order to qualify for the free bus pass program.

Identification Cards: All students, upon enrolling in the school will have their picture taken. These pictures will be used to create identification (ID) cards, which will be provided to students at no charge. Students are encouraged to have these cards in their possession at all times. Replacement cards will be available for a fee.

Work Permits: Work permit applications are available from the School Office Coordinator and are required of any AED student working at a job. Students applying for a work permit must show proof of age (such as a Birth Certificate, Driver's License, or a DMV Identification Card). The permit is valid for one specific job, one school, and one school year. It must be renewed each time any of the above information changes. Work permits can be revoked if the student does not maintain acceptable attendance or satisfactorily complete his/her schoolwork.

Parent Project: Contact school sites for schedules. It's a nationally acclaimed parent program specifically designed for the parent. Parents learn and practice prevention and intervention strategies for specific behaviors, truancy, alcohol and drug use, gangs, runaways, violence and suicide.

Confidentiality

Confidentiality is an important component of the Community Schools program. Students are encouraged to seek solutions to their problems, to avoid harmful behaviors, and to develop their strengths. Weekly staff meetings are held in which staff members keep one another informed of the progress of students in the program and share ideas concerning students. Students should expect that information concerning them will be treated with respect for their privacy. However, ALL staff members are mandated reporters and are required to report information concerning students who intend to hurt themselves or others, or who are suspected victims of child abuse, to appropriate persons or agencies.

Parent Involvement

The Santa Clara County Board of Education recognizes that parents/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. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in SCCOE and school activities; advisory, decision-making and advocacy roles; and activities to support learning at home. Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the SCCOE's parent involvement efforts, including but not limited to input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Each year, the Superintendent or designee shall identify specific objectives of the SCCOE's parent involvement program for schools that receive Title I funding. S/he shall ensure that parents/guardians are consulted and participate in the planning, design, implementation and evaluation of the parent involvement program.

The Superintendent or designee shall ensure that the SCCOE's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the SCCOE will carry out each activity listed in Federal Law.

The superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities and regulations. S/he also shall involve parents/guardians of participating students in decisions regarding how the SCCOE's Title I funds will be allotted for parent involvement activities.

The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with Federal Law.

Please see classroom visitation guidelines (Appendix A).

Student Dress Code

Personal safety for all students and staff is a high priority in the Alternative Education Department.

Uniform/Common Dress

Clothing

- Pants or shorts (must end above the knee): khaki, black or blue denim
- Shirts (with or without collar): solid black, gray or white (school or district logos are OK)
- Sweatshirts/Jackets: Solid black, gray or white, NO hoodies
- Belts: solid black or brown leather belts with plain buckles
- Socks: black or white
- Shoes: solid black or white, NO Cortez
- Shoe laces: solid black or white
- Winter wear (hats, beanies and gloves): solid black, ONLY for exterior use

Backpacks/Purses – NOT allowed

Restricted Clothing:

- No shorts or mini skirts
- No halter tops, bare midriffs, tube tops, low cut, or spaghetti straps
- No Cortez, slippers, soft sole, flip flops, shower shoes or grandfather slippers
- No rags, bandannas, skullcaps, hairnets or visors
- No inappropriate gang or sports insignias, logos, drug emblems and/or labels on any articles of clothing
- No camouflage, plaid or solid red or blue items of clothing
- No sagging/inappropriate length of pants
- No monogrammed belt buckles
- No pajamas, hair ties or sweatbands

Any clothing or jewelry judged by school personnel to be inappropriate for school and/or a school function will result in the student needing to change into loaner garments housed on site. Students will not be sent home to change clothing. Gang related clothing may be reported to the appropriate authorities.

Smoking and Use of Tobacco Products

Smoking and the use of tobacco products are prohibited at all sites operated by the Santa Clara County Office of Education. Additionally, students may not smoke, use tobacco products, e-cigarettes, or vapor pens while attending school sponsored activities or while under supervision of school staff.

Student Cell Phones and Electronic Devices

No student shall use cell phones or electronic devices while on school premises. Staff will confiscate cell phones and return them to the parent/guardian. We suggest students leave all electronic devices at home. School staff is not responsible for lost or stolen articles. Classes will not be interrupted to assist students in searching for lost or stolen devices.

Loitering

Students need to proceed directly onto the community school campus in the mornings upon arrival. Students may not loiter (hang out) in front of the schools, on the corner, or in the neighborhood. Additionally, when students arrive or are dropped off on campus in the morning, they are to remain on campus. Leaving campus, even before classes officially start, can be considered a cut and disciplinary actions may occur.

Language/Profanity/Slurs

Students will not use language that is abusive or offensive to others through words, writings, or actions. Disciplinary actions include, but are not limited to: warnings, principal interventions, parent/guardian contact, detention, and/or suspension.

Public Displays of Affection

Socializing with others is an important component of school life. However, excessive displays of affection are inappropriate in a school community and are not permitted at any time during the school day or at any school related events. This includes but is not limited to kissing, caressing, etc.

Graffiti/Tagging

Any students engaging in graffiti or tagging that leaves damage on a surface or object resulting in a need to be replaced, sandblasted, painted, chemically treated, or otherwise removed in order to restore the surface to its previous condition, regardless of the cost or the damage, will be subject to the following disciplinary consequences:

First Offense: Students will be financially responsible for any damage caused. The consequences would be one to three day(s) of suspension, school/community service, and/or referral to law enforcement.

Second Offense: The consequences would be a five day suspension, change of placement/referral back to district, and/or referral to law enforcement.

If convicted by law enforcement of a graffiti/tagging based crime, students are subject to the following:

- Graffiti damage up to \$400 is punishable by up to 1 year in jail, a \$10,000 fine, or both.
- Graffiti damage of \$400 or more can be punished as a FELONY – even if the vandal is a minor – by up to three years in state prison and a fine of up to \$50,000.
- Graffiti with acid or caustic substances can be punished by up to three years in state prison and a fine of up to \$50,000.

Parents and Guardians of Minors Who Commit Graffiti:

- May be prosecuted for failing to supervise their children and sentenced to one year in jail and/or a fine of \$2,500.
- Are responsible for damage caused by willful misconduct of their children including repairs and attorney fees up to \$10,000.
- Are liable for up to \$25,000 in damages when a minor's willful misconduct results in damage to the property of another.
- Can be ordered to maintain specific property graffiti free for up to 240 days.

If a student is convicted of graffiti vandalism, s/he will lose his/her driver's license for one year. If s/he doesn't have a license, issuance of one will be delayed for one year after s/he is eligible, up to the age of 21 years old.

Off Limit Areas

Students referred to AED must remain off of all other school sites between the hours of 7:00 am and 4:00 pm unless they have been given written permission to be on one of these campuses. This includes all Alternative Education campuses and all campuses from the referring districts. Violators may be cited for trespassing.

Visitors

All visitors must register in the school office. Parents and legal guardians are welcome on all community school campuses. The staff asks that appointments be made to see a teacher or to visit classrooms so that personnel will be available and so that the educational process will not be disrupted. Requests for social visits by non-students will be denied. Trespassers may be cited.

Searches on School/Center Premises

BP 5321 References: Education Code 44807 (Re Donaldson, 269 Cal. App. 2d509, 512); AR 5321
Approved 05-06-81

It is the policy of the Board that searches on school and center premises shall be conducted only in order to protect the safety and security of persons and to preserve discipline and good order. The right to inspect a student's locker or person and to seize property is inherent in the authority granted the Board and those who administer its programs. That right, however, must be balanced by the rights of privacy of the person as well as freedom from unreasonable search and seizure of property, as guaranteed by the Fourth Amendment to the U.S. Constitution.

SCCOE maintains the right to search personal property of a student, including clothing, when there is reasonable suspicion that school rules are being violated and/or a threat to the health and safety of students and staff exists. Students involved shall be informed, if possible, prior to the search and, when applicable, be present when the search takes place. **Information leading school officials to conduct a search and/or to seize property may be independent of law enforcement officials.**

However, searches involving law enforcement officials on school grounds shall require notification of a school official who may be present during the search. In instances where firearms and any controlled substances (drugs) are confiscated, the confiscated property shall be turned over to law enforcement officials. School personnel will be guided by policy and education code provisions in pursuing searches and legal action against students in possession of items such as weapons, explosives, drugs, and drug paraphernalia.

Discipline

Every attempt is made to create and maintain a positive atmosphere in all schools in AED. Since traditional disciplinary measures have been generally unsuccessful with students in this program, a different approach is used. Students and parents are required to sign a student agreement before they are enrolled in the program. With this document, students agree:

1. Not to use or possess tobacco, alcohol, illicit drugs, or any other harmful substance on school property or while participating in school-related activities and not come to school while under the influence of these substances
2. Not to participate in violence or threats of violence or to use or possess any type of weapon on school property or while participating in school-related activities
3. To attend school regularly and be in class on time
4. To participate in classroom activities as the teachers ask
5. To respect classmates, school employees and school property. Supplemental contracts may be created to address individual situations. Through this system, students understand that they may remain at the community school to which they have been assigned only as long as they are willing to obey these rules. A progressive discipline policy addresses students who violate school rules.

Every effort will be made to provide students with appropriate interventions to poor decision making including:

- Counseling
- Time outs
- Community service
- Detentions and Saturday school
- Participation in the Reflections Program

Students who willfully continue to defy the authority of the staff, disrupt learning activities, or do egregious acts will subject themselves to having their parents notified, SJPD referral, probation referral, notification given to sending district and dismissal from the program.

Emergency Information

The County's Emergency Preparedness Handbook is available online at: <https://www.sccoe.org/resources/emergencyinfo/Pages/Emergency-Plan.aspx> as well as at all school sites and at the Santa Clara County Office of Education, 1290 Ridder Park Drive, San Jose, CA 95131.

During an emergency, parents/guardians are expected to support the staff by directing students to stay at school until they are released. School officials will determine when it is safe to release students to return home.

Emergency Phone Numbers

Fire Department	911 or 408-794-7000
California Highway Patrol	911 or 408-467-5400
Paramedics and Ambulance	911
San Jose Police Department	911 or 311 or 408-277-8900
Santa Clara County Sheriff	911 or 408-808-4400
Office of Emergency Services	408-808-7800
City of San Jose	911 or 408-535-3500
Santa Clara County	911 or 408-882-2700
Santa Clara County Communications	911 or 299-2501
CalTrans (Highway Condition)	800-427-7623
Pacific Gas & Electric Company (PG&E)	800-743-5000
San Jose Water Company	408-279-7900
Stanley Security (Intrusion & Fire Alarm)	877-476-4968
Silicon Valley Security	408-978-2198

Radio News Stations

KCBS	740 AM & 106.9 FM
KGO	810 AM
KSJO	92.3 FM

Community Resources

Crisis Resource Numbers

Eastfield Ming Quong (EMQ)	24-hour Emergency Crisis Line	408-379-3790
Child Abuse Hotline	CAN Center Child Abuse Reporting	408-299-2071
Child Abuse Hotline	Nationwide	800-422-4453
Parental Stress Hotline		800-632-8188
Mental Health Youth Services	English, Spanish & Vietnamese	800-704-0900
24 Hour Domestic Violence Crisis Line	Next Door – English & Spanish	408-279-2962
	Asian Americans for Community Involvement	408-975-2739
	Community Solutions - South County	408-683-4118
	Support Network for Battered Women – English & Spanish	800-572-2782
Substance Abuse Crisis Line	Gateway	800-488-9919 800-662-4357
Suicide & Crisis Line	Santa Clara County	408-279-3312
	Nationwide	800-273-8255
CA Youth Crisis Hotline		800-843-5200
AIDS National Hotline	English & Spanish	800-367-2437
Homeless & Runaway Youth		408-243-0222
Rape Crisis Hotline		408-287-3000 650-493-7273
STD National Hotline		800-227-8922

Basic Need Resources

Child Health and Disability Prevention (CHDP) Program	Provides free well child screenings for low income children (age 0 – 21)	800-689-6669
Healthy Kids – Healthy Families (Children’s Health Initiative)	Provides free or low cost immunizations to prevent diseases	888-244-5222
Immunizations	Provides free or low cost immunizations	408-792-5200
Oral Health	Provides dental care to low income children (age 0 – 18)	408-283-6200
Supplemental Security Income (SSI)	Provides cash assistance and Medi-cal to low income disabled people	800-772-1213
WIC – Women’s, Infants & Children’s Supplemental Food Program	Provides nutrition education and coupons for free food to low-income women, infants & children with special health care needs	408-254-5197
Valley Connection (Santa Clara Valley Medical Center)	Health information/resources especially Medi-cal families	408-885-5000

Self Help Resources

These groups offer people with similar concerns an opportunity to share experiences and problems with each other and to support each other. These groups are usually nonprofit, nonaffiliated, confidential, and charge no fees for their services.

Narcotics Anonymous	24-hour help line offers referral services for people with any kind of drug problem	408-998-4200
Alcoholics Anonymous	Offers peer discussion and support groups	408-374-8511
Alanon and Alateen	Offers discussion and support groups for family members of alcoholics. Alanon is for entire families. Alateen is for 13-19 year olds	888-425-2666
Family & Children Services of Santa Clara Valley	55 E Empire St, San Jose	408-288-6200
Social Advocates for Youth	509 View St, Mountain View	650-961-2622
Family and Children Services Crisis Line		408-379-9085
SafeRide		877-753-7433
Quetzal House (Bill Wilson Center)	3490 The Alameda, Santa Clara	408-243-0222

2017-18 Parent Annual Notification

School districts in California are required to annually notify students, parents, and guardians of their rights and responsibilities. This is the annual notice to parents/guardians of students enrolled in programs operated by the Santa Clara County Office of Education (hereinafter referred to as SCCOE). This notice, which is required by Educational Code 48980, provides important information about federal laws and state education codes, as well as information relating to rights and responsibilities of parents or guardians of children. The abbreviation of “EC” that is found after the title of most sections refers to the California Education Code (EC).

Please review this information carefully as it applies directly to you and your child’s participation in our educational programs. If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact your school administrator. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the “Acknowledgment of Receipt and Review” tear-off form (see last page) and return it to your child’s school.

Best wishes for a productive and successful 2017-18 school year.

Jon R. Gundry
County Superintendent of Schools

FOR ALL SCHOOLS AND DISTRICTS

Acceptable Use of Technology

One of the goals of the Santa Clara County Office of Education (SCCOE) is to assist in advancing the use of technology to enhance student learning. Access to technology is a privilege, not a right, and students enrolled in SCCOE programs or activities must follow SCCOE guidelines and procedures regarding acceptable use of technology. All SCCOE students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using technological resources. SCCOE shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using SCCOE technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

Asbestos Management Plan – Title 40 Code of Federal Regulations 763.93

The Santa Clara County Office of Education maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact Craig Wilde, SCCOE General Services Director, at (408) 453-4310.

Attendance Options/Permits – EC 48980(h)

The following information is a summary of the attendance alternatives available to parents/guardians and their student and is intended to provide an overview of the laws applying to each alternative. Please note that the following attendance alternatives do not pertain to the pupils or the pupil's parent/guardian served by the SCCOE. The attendance alternatives outlined in the remainder of this section pertain to local school districts, and not SCCOE.

Residency – EC 48200 and 48204

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; or a pupil residing in a state hospital located within the boundaries of the school district.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both the parents or legal guardians of the pupil are employed within the boundaries of the school district.

Open Enrollment – EC 35160.5(b)

Residents of the School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District website. Parents of high school athletes should check on CIF sports eligibility rules before pursuing open enrollment. Transportation to any other school is the responsibility of the parent.

Interdistrict Attendance – EC 46600 et seq.

School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers. The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district under this agreement.

District of Choice – EC 48300 et seq.

Some school districts may choose to become a district of choice, that is, a district that accepts transfer students from outside the district under the terms of a resolution. A school board that decides to become a district of choice must determine the number of transfers it is willing to accept and make sure that students are selected through a "random and unbiased" process, which generally means a lottery process. Students must request transfer into a district of choice by January 1 of the prior school year. A modified application process is available for relocated military personnel.

Availability of Prospectus – EC 49063 and 49091.14

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Each school site shall make its prospectus available for review upon request.

Child Abuse and Neglect Reporting – Penal Code 11164 et seq.

Santa Clara County Office of Education staff members are required by law to report cases of child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

Child Find System – EC 56301

Each school district, special education local plan area (SELPA), or county office shall establish written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures shall include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessment.

Children with Diabetes

Through a cooperative agreement with the American Diabetes Association (ADA), the California Department of Education ensures that all California students who are classified as disabled because of diabetes will have access to legally required care during the school day. Under the agreement, each local education agency will manage the delivery of this care in the best possible way for those students whose Individualized Education Programs or 504 Plans require administration of insulin and related services during the school day. A Legal Advisory spells out who may administer insulin at a school, and it requires that the local education agency must provide training in diabetes management to a volunteer, non-licensed staff member in cases when a school nurse or other licensed professional is not available.

Confidential Medical Services – EC 46010.1

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

Notification of this code section is required; however, governing board implementation is permissive. Per Santa Clara County Board Policy 5141, students being released for health care and emergency reasons must be checked out of the school through the school office by the parent/guardian or their designee. In addition, Santa Clara County Board of Education Policy 5141 states that unemancipated minor students shall not be released from school for the purposes of obtaining confidential medical services without the consent of the student's parent or guardian.

Dangerous Objects

Laser Pointer – Penal Code 417.27

It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

Imitation Firearm – Penal Codes 12550 and 12556

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

Directory Information – EC 49073

“Directory Information” includes one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. School districts determine in advance which individuals, officials, or organizations may receive directory information. No information may be released to a private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information.

Disaster Preparedness Educational Materials – EC 32282.5

Each school has a disaster preparedness plan and conducts regular fire, earthquake and disaster drills. For a copy of your school's plan, contact your principal.

The California Department of Education (CDE) is now required to electronically distribute disaster preparedness educational materials to school districts and county offices of education in, at least, the three most dominant primary languages spoken by English learners in California. Documents are posted on the CDE website at:

<http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>

Disruption in a Public School or Public School Meeting – EC 32210

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

Dress Code – EC 35183

Schools may adopt and enforce a reasonable dress code policy that requires pupils to wear a schoolwide uniform or prohibits the wearing of “gang-related clothing” if it is determined that it is necessary for the health and safety of the school environment.

Excused Absences – EC 46014 and 48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their student's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Free and Reduced-price Meals – EC 49510 *et seq.*

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Applications forms may be obtained at the school office.

Foster Youth Educational Placement – EC 48850 *et seq.*

All pupils in foster care are entitled to a meaningful opportunity to meet the challenging state pupil academic achievement standards to which all pupils are held. They shall be placed in the least restrictive educational programs and have access to the same academic resources, services, and extracurricular and enrichment activities that are available to all pupils. Each local educational agency is required to designate a foster care educational liaison. The liaison serves as an advocate for all foster youth that reside within his/her district, and ensures that every foster youth has a proper school placement, transfer of records, and immediate enrollment in school. School enrollment is not contingent upon receipt of a student's academic or medical records. Because school stability is extremely important to a child living in foster care, a foster child is allowed to remain in his or her school of origin, even if the child's home placement changes, for the duration of the school year. Students who do change schools during the school year are able to receive practical credit for coursework that is satisfactorily completed. If any dispute arises as to the school placement of a foster child, the student has the right to remain in his or her school of origin pending the resolution of the dispute. Each local educational agency is required to have a dispute resolution process in place that relates to the enrollment of foster youth within their school jurisdiction. The local liaison can assist parents or students in the dispute resolution process.

Harm or Destruction of Animals – EC 32255 *et seq.*

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

Homeless Youth Education – 42 United States Code 11432

Requires school district homeless liaisons to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children.

The federal McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. This includes children and youth who are living with a friend, relative or someone else because the family has lost their housing; children and youth staying in a motel or hotel due to lack of adequate alternative accommodations; children and youth living in an emergency or transitional shelter or a domestic violence shelter; and children and youth who are living in cars, parks, public spaces abandoned buildings, etc. It is the policy of Congress that students in homeless situations shall have access to the education and other services they need to ensure they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

Services provided to students identified as homeless include:

- Every local education agency designates a staff person to act as the educational liaison for students in homeless situations.
- Students have the option of remaining in their school of origin to the extent feasible or transferring to the local school in the current attendance area when moving to a different address or community. The parent/guardian determines which school is in the child's best interest.
- Students are immediately enrolled in school even if they do not have the documents required. The Liaison can request the necessary documents from previous schools or help to schedule required immunizations.
- Students will be provided transportation to and from school at the parent's request.
- Students will be provided free/reduced lunch.
- Students will be provided Title 1 services.
- School districts will establish a dispute resolution process to resolve disagreements between parents and the district. Families living in homeless situations may contact the Liaison to help them put the disagreement into writing.

Grounds for Suspension and Expulsion – EC 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person;
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Immunizations – EC 49403 and 48216, Health & Safety Codes 120335, 120365 and 120370

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. SCCOE shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207 and 48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

Medical or Hospital Service – EC 49472

Services Not Provided

The Santa Clara County Office of Education does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

Services Provided

The Santa Clara County Office of Education may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance for injuries to pupils arising out of accidents related to school activity or attendance. No pupil is required to accept such service without the consent of his/her parent or legal guardian.

Medication Regimen – EC 49480

The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or [other contact person] of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectible epinephrine or inhaled asthma medication if the school district receives a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken. The school shall obtain a written statement from the physician confirming that the pupil is able to self-administer the prescribed medication. The Parent or Guardian must provide a written statement consenting to the self-administration.

Megan’s Law – Penal Code 290 et seq.

Information about registered sex offenders in California can be found on the California Department of Justice's website, <https://meganslaw.ca.gov/> The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

Minimum and Pupil-free Staff Development Days – EC 48980(c)

Parents and guardians of all pupils are to be informed of the schedule of minimum days and pupil-free staff development days. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school will notify parents and guardians of affected pupils as early as possible, but not later than one month prior to the scheduled day.

Missing Children – EC 49370

It is required that specified persons, including school teachers, administrators, aides, playground workers and bus drivers, report missing children to a law enforcement agency in a timely manner.

Nondiscrimination Statement – EC 200 et seq.

The Santa Clara County Office of Education is committed to equal opportunity for all individuals in education. SCCOE programs and activities shall be free from discrimination based on gender, sex, race, color, religion, national origin, ethnic group identification, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. SCCOE assures that lack of English language skills will not be a barrier to admission or participation in SCCOE programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

For a complaint form or additional information, contact:

SCCOE Chief Schools Officer
Student Services Branch
1290 Ridder Park Drive
San Jose, CA 95131
408-453-6560

Notice of Alternative Schools – EC 58501

California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

Pesticide Products – EC 17612

To obtain a copy of all pesticide products and expected use at SCCOE school facilities during the year, please contact Risk Management at (408) 453-6862. The notice will identify the active ingredient(s) in each pesticide product and an internet address on pesticide use and reduction.

Physical Examination – EC 49451

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

Property Damage – EC 48904

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

Pupil Records – EC 49063 and 49069, Title 34 Code of Federal Regulations 99.7, 20 United States Code 1232g

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. SCCOE will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school

correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, SCCOE shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of no more than 10 cents per page.

Any challenge to school records must be submitted in writing to the school principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student.

Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5920.

School Rules – EC 35291

The SCCOE may notify the parent or guardian of all pupils registered in SCCOE schools of the availability of rules pertaining to student discipline.

School Safety Plan – EC 32280 *et seq.*

Each Santa Clara County Office of Education school site has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office.

School Visiting Procedures – EC 51101(a)(12) and Penal Code 627.6

Parents and guardians of students enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including procedures for visiting the school.

PC 627.6: Requires schools to post at every entrance a notice setting forth the visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements. Administration has the authority to direct non-students to leave campus. No outsider shall enter or remain on school grounds during school hours without having registered with the principal or designee, except to proceed expeditiously to the school office for the purpose of registering.

Sex and HIV/AIDS Education – EC 51938

The purpose of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Education Codes 51930 through 51939) is to provide every student with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancy and sexually transmitted diseases.

The Santa Clara County Office of Education will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV/AIDS prevention education
2. Request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education
3. Request a copy of Education Codes 51930 through 51939
4. Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by district personnel or outside consultants
5. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, to be informed of:
 - a. The date of the instruction
 - b. The name of the organization or affiliation of each guest speaker

The Santa Clara County Office of Education may administer to students in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the research instrument and to request in writing that their child not participate.

Sexual Harassment – EC 48980(g)

It is the policy of the Santa Clara County Superintendent and the Board of Education to maintain a learning and working environment which is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both Federal and State law. Therefore, the Santa Clara County Board of Education prohibits sexual harassment in all schools and facilities within the organization. SCCOE regards sexual harassment as improper, immoral, illegal, and such actions will not be tolerated. This policy is implemented to inform students, staff and parents about what sexual harassment is and the procedures which will be followed by SCCOE upon receipt of sexual harassment allegations.

The SCCOE sexual harassment policy is intended as a preventive measure to protect against sexual harassment before it occurs. The term “sexual harassment” is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage. Sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcome and is not requested.

The California Education Code specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment. The SCCOE’s educational programs may suspend and/or refer pupils back to their local school district. This policy shall not apply to pupils enrolled in kindergarten and grades one to three.

- A. For purposes of this policy, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive educational environment or to have a negative impact upon the individual’s academic performance.
- B. Teachers and other school personnel shall discuss this policy with students in age-appropriate ways and will assure students that they need not endure any form of sexual harassment.
- C. Any student who feels that he/she has been the victim of sexual harassment by an employee, student or volunteer of SCCOE as defined in this policy and administrative regulations shall immediately report the matter to any school official of the school of attendance. The person receiving the complaint shall immediately report the matter to a school administrator, and an investigation into the complaint will begin.
- D. Any staff member who has knowledge of conduct of SCCOE employees, volunteers, students, or other individuals of the school community which may constitute sexual harassment, is expected to report immediately such conduct to an administrator of the school at which the student is in attendance.
- E. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. All complaints will be taken seriously and confidentiality will be maintained as appropriate. There shall be no retaliation in any form against any complainant or participant in the complaint process.
- F. All employees and pupils shall be notified of this Board Policy on a regular basis.
- G. To promote an environment free of sexual harassment, the school administrator or designee shall provide staff training and ensure student notification.

An appeal of a SCCOE decision may be made in court through civil law remedies. Complainants should consult an attorney for more information. Contact the school principal if you have any questions or would like additional information.

Student Conduct – EC 51100

Duties of Pupils – 5 CCR 300

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

Jurisdiction – EC 44807

Teaching staff shall hold pupils to strict account for their conduct on the way to and from school, on the playgrounds, or during recess.

Mandatory Expulsion Violations – EC 48915

Schools shall immediately suspend and recommend expulsion for students that commit any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault.
5. Possession of an explosive.

The school board shall order the student expelled upon finding that the student committed the act.

Sunscreen and Sun-protective Clothing – EC 35183.5

Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including but not limited to hats. Pupils may use sunscreen during the school day without a physician's note or prescription.

Surveys – EC 51513

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing.

Tobacco-free Campus – Health and Safety Code Sections 104420 and 104495

In accordance with state and federal law, smoking is prohibited in all SCCOE facilities and vehicles.

All school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funds are required to adopt and enforce a tobacco-free campus policy, to communicate this

policy to school staff, parents, pupils and community, and to post signs stating “Tobacco Use Prohibited” at all entrances to the school.

Under Health and Safety Code Section 104495, smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground is prohibited, except on a public sidewalk located within 25 feet of the playground.

Uniform Complaint Policy and Procedure – Title 5, California Code of Regulations 4622, and EC 32289

The Santa Clara County Office of Education (SCCOE) shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in SCCOE programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs. A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Chief Schools Officer, Student Services Branch, who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal SCCOE’s decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving SCCOE’s decision. The CDE may directly intervene in the complaint without waiting for action by SCCOE when one of the conditions listed in 5 CCR 4650 exists, including cases in which SCCOE has not taken action within 60 days of the date the complaint was filed. If SCCOE is found to have violated a State or Federal law and/or regulation, and does not take corrective action to comply, then various civil remedies may be available. Contact the Chief Schools Officer, Student Services Branch, at (408) 453-6560 for additional information or assistance.

Victim of a Violent Crime – 20 United States Code 7912a

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the Chief Schools Officer at (408) 453-6560.

Walking or Riding a Bike to School – Vehicle Code 21212

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

Williams Complaint Policy and Procedure – EC 35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the school office and/or online in the SCCOE Student Services area of the www.SCCOE.org webpage. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

ADDITIONAL NOTIFICATIONS FOR ELEMENTARY & MIDDLE SCHOOLS ONLY**Career Counseling and Course Selection – EC 221.5(d)**

Commencing in grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

Entrance Health Screening – Health & Safety Codes 124085, 124100, 124105 and 120475

State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

Oral Health Assessment – EC 49452.8

Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

School Bus Safety – EC 39831.5

All pupils in pre-kindergarten, kindergarten and grades 1 to 6, shall receive written information on school bus safety (*i.e.*, a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops). Prior to departure on a school activity trip, all pupils

riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

ADDITIONAL NOTIFICATIONS FOR HIGH SCHOOLS ONLY

Access by Military Recruiters – 20 United States Code 7908

Federal law requires school districts to provide military recruiters the same access to secondary school pupils as is provided to post-secondary educational institutions or to prospective employers. Parents may request that SCCOE not release their pupil's name, address and telephone number without prior written consent. Written notice must be submitted to the school if the parent or legal guardian wishes to deny access to this information.

Advanced Placement and International Baccalaureate Exam Fees – EC 52244

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both.

Algebra I Graduation Requirement

Prior to receiving a diploma of graduation from high school, pupils shall successfully complete at least one course or a combination of two courses which shall meet or exceed the rigor of the content standards for Algebra I, as adopted by the State Board of Education pursuant to Section 60605.

California High School Proficiency Exam – Title 5, California Code of Regulations 11523

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <https://www.chspe.net/>

Career Counseling and Course Selection – EC 221.5(d)

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

College and Career Technical Education – EC 51229

Parents or guardians of students in grades 9 through 12 need to be aware of the following information on College Admission Requirements and Higher Education:

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

www.ccco.edu – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage:

www.cde.ca.gov/ds/si/rp

Students may meet with their school principal and/or school counselor to choose courses at their school that will meet college admission requirements, or enroll in career technical education courses, or both.

Opting Out of Testing

California Educational Code requires that parents and guardians are notified of their right to provide a hand-signed letter to their school each year that opts their student(s) out from California Assessment of Student Performance and Progress (CAASPP) testing.

School Accountability Report Card

The School Accountability Report Card (SARC) is available to view on line at the Santa Clara County Office of Education's website: www.sccoe.org (Resources for Families). If you would like to view a hard copy of the SARC, please contact your child's Principal.

2017-18 Acknowledgement of Receipt and Review

Dear Parent/Guardian:

The Santa Clara County Office of Education is required to annually notify parents and guardians of rights and responsibilities in accordance with Education Code 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact the principal at your student’s school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the “Acknowledgement of Receipt and Review” form below, and return it to your student’s school.

Acknowledgement of Receipt and Review

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number: _____

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

Signature of Student (if student is 18 or older)