

# NAVIGATING PUBLIC SCHOOLS

in Santa Clara County



2017-18



**ENROLLMENT  
AND SCHOOL  
PROCEDURES**

**IMMUNIZATIONS**

**PARENT  
INVOLVEMENT**

**ATTENDANCE**

**SPECIAL EDUCATION  
AND ALTERNATIVE  
EDUCATION**





# NAVIGATING PUBLIC SCHOOLS

The Santa Clara County Office of Education honors and recognizes the important role parents and families play in their child's education. Because school systems are complex organizations and our region often welcomes new parents and families to the area, we want to help. We've created this publication to assist parents and families in navigating the public school system. The articles feature different back-to-school topics that will equip families with information to achieve positive outcomes and maximize opportunities for their children to increase academic achievement during the 2017-18 school year. Working together, we can help all students succeed!

## ENROLLMENT AND SCHOOL PROCEDURES

**Regardless of which school you want to try to enroll your child, you must first register your child at your local neighborhood school.**

If you do not know your school of residence, contact your school district office. Each grade span (elementary, middle, and high school) has different enrollment deadlines, and will require specific age-appropriate forms from your school district.

### Steps to Enrolling at Your Neighborhood School

1. Provide the required documentation to your neighborhood school:
  - Birth certificate.
  - Immunization and health records.
  - Emergency contact forms.
  - Proofs of residency form and documentation. (3 needed. Examples: PG&E bill, land or cell phone bill, rental agreement, or property tax bill.)
2. Get a Permanent Identification Number (PIN) from the school.
3. If you want your child to attend a school other than your neighborhood school, you must complete an Open Enrollment application, which is available online. Visit your school district website for Open Enrollment dates, deadlines, and requirements.

### School Procedures

#### School District Policies

Each school district has a parent handbook containing important information.

These typically include a school directory, general information, and district policies related to attendance, discipline, enrollment, parental rights and responsibilities, student records, and graduation, as well as opportunities for parent involvement and alternative academic programs.

You must read and sign the parent/student handbook every new school year.

#### School Policies

- There may be waivers you must sign that give your child permission to access certain technology, and equipment, as well as a release of liability for school publicity.
- Proof of residency – some schools require parents to provide proof of residency on an annual basis.
- Siblings – State law and district policy requires that siblings of students already enrolled be given priority for enrollment.



#### Reporting Problems

- All school districts within Santa Clara County are independent and each district has their own policies and procedures.
- To report an issue at your child's school, please contact your school district's complaint or compliance officer directly.

If you need help finding your local school district, visit <http://bit.ly/sccsdistricts> or call (408) 453-6868.



# IMMUNIZATIONS

**Getting all of the recommended vaccines is one of the most important things parents can do to protect their children's health.**

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th-grade and all students advancing to 7th-grade before entry.

Check all required immunizations for your child's school and make sure your child's immunization records are up to date. If you do not have access to a regular healthcare provider, please contact the Santa Clara County Immunization Program for questions and services at (408) 792-5007 or visit <http://bit.ly/immunizescc>

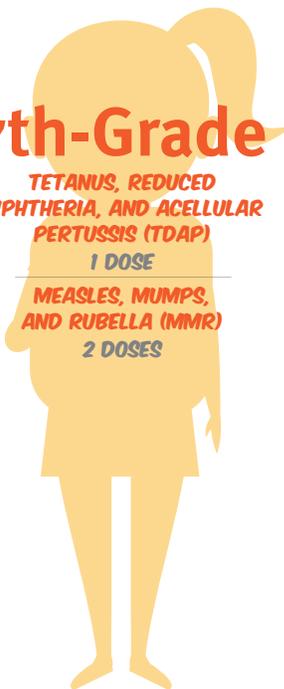


## 7th-Grade

**TETANUS, REDUCED  
DIPHTHERIA, AND ACELLULAR  
PERTUSSIS (TDAP)**

**1 DOSE**

**MEASLES, MUMPS,  
AND RUBELLA (MMR)**  
**2 DOSES**



## 7-17 years old

**DIPHTHERIA, PERTUSSIS,  
AND TETANUS (DPT) 4 DOSES**

**POLIO 4 DOSES**

**MEASLES, MUMPS, AND  
RUBELLA (MMR)**  
**1 DOSE**

**VARICELLA (CHICKENPOX)**  
**AGE 7-12: 1 DOSE**  
**AGE 13-17: 2 DOSES**



## 4-6 years old

**DIPHTHERIA, PERTUSSIS,  
AND TETANUS (DPT) 5 DOSES**

**POLIO 4 DOSES**

**MEASLES, MUMPS, AND  
RUBELLA (MMR)**  
**2 DOSES**

**HEPATITIS B 3 DOSES**  
**VARICELLA (CHICKENPOX)**  
**1 DOSE**





## PARENT INVOLVEMENT



**All parents want what is best for their children, and one of the best ways you can help your child is by taking an active role in their education.**

You are your child's first teacher, and you can maintain this role throughout their educational journey by reinforcing learning at home. Students from families where parents are engaged in their child's education have a higher level of academic achievement.

School districts throughout Santa Clara County offer a variety of resources for families, and some districts also have family centers and outreach workers.

Check with your local school district to learn what opportunities are available for you and your family.

### **Get involved:**

- Schools communicate with parents in a variety of ways, including email, letters, website updates, and social media.
- Back-to-School Night/Open House events provide opportunities for families to connect with their child's teachers after school hours.
- Many schools have a Parent Teacher Association (PTA); these committees focus on many different school and district issues.
- Parent/Teacher Conferences are individual one-on-one meetings with your child's teacher to review your child's progress and how best to support their educational needs.
- Many schools allow "Parent Visitations," however these visits must be pre-arranged with the school site.



# ATTENDANCE

## The Importance of School Attendance

- Learning is a progressive activity, and each day's lessons build upon the previous days.
- Students with good attendance generally achieve higher grades and enjoy school more.
- Children who do not attend school regularly are often unable to keep up with the work.
- School helps children build friendships and essential socialization skills.
- Attending school regularly teaches children life skills, such as the capacity to understand, follow directions, and plan for the future.

## Parents and legal guardians are responsible for student school attendance, and students who miss school may be defined as "truant."

A truant is a student who misses school without a valid excused absence for:

- Three unexcused absences and/or;
- Three tardies and/or;
- Three absences of more than 30 minutes.

A student that is habitually truant\* may be referred to the district attorney's office for legal action, and parents who fail to ensure their student's attendance may be subject to prosecution.



## Who does truancy affect?

**Students:** When a truant student returns to school, they require more individual attention from the teacher and deprive other students of the teacher's attention.

**Schools and districts:** State financial support for schools is directly linked to student attendance. The more absences, the less revenue to the district. With less revenue, the district has less ability to offer educational programs for all students.

**The community:** The community loses a productive contributor when a student does not receive an education and studies show that criminal activity increases when students are not in school.

## Are there legal consequences for truancy?

Parents of truant students may be subject to fines, parenting classes, loss of welfare benefits, and/or jail time. Consequences for truant students may include fines, community service work, loss of a work permit, or suspension or delay of a California driver's license.

\* Six unexcused absences, or six tardiness or absences of more than 30 minutes, or any combination thereof



# NAVIGATING PUBLIC SCHOOLS



## LCAP

### Local Control and Accountability Plan

The LCAP measures each school district in eight state priority areas:

1. Student Engagement
2. Parent Involvement
3. School Climate
4. Student Outcomes
5. Student Achievement
6. Course Access
7. Implementation of State Standards
8. Basic Services

**The term “LCAP” stands for the Local Control and Accountability Plan, which is part of California’s new funding law, the Local Control Funding Formula (LCFF).**

This new funding structure requires school districts to include parents, educators, employees, and the community to identify, assess, and meet the needs of particular student populations. This funding must also be used to provide programs for under-served student populations, specifically English-learners, low-income, and foster youth.

With this funding structure, parents are encouraged to be involved in the planning, decision-making, developing, and reviewing of school finances. The LCAP requires school districts to hold public hearings to plan, comment, and solicit input from parent committees. During these hearings, school districts must report on their progress toward district goals, and planned actions.

The LCAP measures each school district in eight state priority areas:

1. *Student Engagement*
2. *Parent Involvement*
3. *School Climate*
4. *Student Outcomes*
5. *Student Achievement*
6. *Course Access*
7. *Implementation of State Standards*
8. *Basic Services*

It is important that parents take an active part in these conversations to ensure your child’s needs are met. LCAP materials are offered in various languages to ensure full participation. Contact your child’s school district to find out how you can participate in the LCAP in your district.



# SPECIAL EDUCATION AND ALTERNATIVE EDUCATION

## What is Special Education?

Special Education is designed to meet the unique needs of a child with a disability at no cost to parents.

## What is SELPA?

The Special Education Local Plan Area (SELPA) coordinates with school districts and the Santa Clara County Office of Education (SCCOE) to provide programs and services for individuals with disabilities from birth through 22 years of age. There are two SELPA Administrative Unit offices, within the boundaries of Santa Clara County. To determine which SELPA unit you belong to, please visit <http://bit.ly/selpascc>

## SCCOE Special Education Programs

SCCOE provides a variety of services for children and students with severe or low-incidence disabilities through instructional programs divided into Early Education (birth to age 3), preschool, elementary, secondary and post-senior. We operate classes on public school campuses to serve children with special needs, and we align all classroom curriculum goals with the California Content Standards and the Preschool Learning Foundations. Our students receive instruction in the regular core curriculum in the state content areas and participate in state testing programs.

## What is Alternative Education?

The SCCOE Alternative Education Department (AED) provides educational programs for students under court supervision, are expelled, or deficient in credits, and have experienced challenges in traditional school settings. AED provides opportunities for preparation for future employment through job development, Career and Technical Education (CTE) courses, and credit retrieval. All students participate in the California Assessment of Student Performance and Progress (CAASPP). AED's course of studies in the core subject areas address the California Academic Content Standards, and students actively earn credits toward graduation. For more information about Alternative Education, please visit <http://bit.ly/sccaed>

## Opportunity Youth Academy (OYA)

OYA charter school offers students a blended learning program of teacher-directed instruction and online credit accrual and recovery options for youth ages 16-24. Call 1-844-692-4888 or email [oya@sccoe.org](mailto:oya@sccoe.org) for more information.

## How to request special education services in your school district:

1. Complete Request for Assessment for Special Education Services or submit a letter of request.
2. Submit request to the school office either in person or by mail.
3. The school secretary will forward your request to the special education team.
4. You will be contacted to schedule an assessment appointment.

CREATE YOUR OWN  
**SUCCESS!**



**OPPORTUNITY  
YOUTH  
ACADEMY**

COMPLETE YOUR  
HIGH SCHOOL DIPLOMA  
WITH THIS **FREE** PROGRAM!



## OYA Students...

- ✓ Complete high school graduation requirements, receive a High School Diploma, and qualify for:
  - CSU/USC admission
  - Military service
  - Limitless career pathways
- ✓ Benefit from the academic services of credentialed teachers, counselors and support staff
- ✓ Attend an OYA program at sites in San Jose or Gilroy
- ✓ Work at their own pace and on their own time to complete their high school diploma



16-24 years old?  
Ready to earn your high school diploma?  
Need college/career guidance?

**Opportunity Youth Academy**  
is a **FREE** program for you!

**1-844-OYA-4UUU**  
or **oya@sccoe.org**

Ready to learn. Ready to work. Ready to live.

**Santa Clara County Office of Education Board of Education**

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