

**2021-2022**

*ELEMENTARY*

# **DISTRICT POLICIES & PROCEDURES HANDBOOK**



701 NORTH MADISON STREET ❖ STOCKTON CA, 952002

WWW.STOCKTONUSD.NET ❖ (209) 933-7000



**#STOCKTONSTRONG**



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# ANNUAL PERMIT FOR STUDENT PHOTOGRAPHIC AND VIDEOTAPE REPRODUCTION

Your child may be photographed, filmed or videotaped during the course of the school year while participating in a school district sponsored activity. These photographs or electronic reproductions may/will be used for educational or public information purposes to explain our school programs and activities to the public. Such photographs and electronic reproductions may be used, revised or reproduced for distribution to other educational institutions, governmental institutions or the news media for noncommercial educational or informational use.

If you do not wish your child to be photographed, filmed or videotaped, please indicate your instructions in the Mandatory Signature Sheet enclosed in this packet.

## CELLULAR PHONES & ELECTRONIC DEVICES NOTICE

Cell phones and other electronic devices must not disrupt the educational environment of Stockton Unified School District (the District). The District acknowledges the need for students and families to communicate with cell phones. The District also acknowledges technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. Use of cell phones and other personal electronic equipment on District's campuses is at the discretion of the site administrator(s) and classroom teacher and must align with established school and classroom rules and procedures. Students will be allowed to connect privately owned (personal) electronic devices to the District's filtered, wireless guest network. Students using personal electronic devices must follow the guidelines stated in this document and in the Board adopted Acceptable Use Policy (AUP) while on school property or while attending any school-sponsored activity.

Student-owned personal electronic devices such as Chromebooks, laptops, tablets, smartphones, personal wifi Hotspots, MiFi, gaming devices, etc., are to be utilized for educational purposes only as directed and allowed by the teacher or other school personnel. Use of personally owned student devices and network resources in school is a revocable privilege. Any device with camera, video, or voice recording function shall not be used in any matter which infringes on the privacy rights of any other person. The principal or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the principal or designee shall be final. Students who bring personal cell phones and/or electronic devices to school do so at their own risk and are responsible for any loss or damage.

## HEALTH SERVICES FLU NOTICE

Flu season will be here soon. The best way to protect your child from the Flu is to get them vaccinated. Stockton Unified Health Services, in partnership with the San Joaquin County Public Health Office, will be offering nasal mist and injectable flu immunizations.

**In order for your child to receive a flu vaccine at a school clinic you must complete the attached permission form and return it to your child's school. School site clinics will be starting in September/October and if indicated a 2nd dose clinic in November/December.**

**If you do not want your child to receive a flu vaccine and you have already returned a permission slip, you must call the school prior to the scheduled flu clinic to withdraw your child's permission slip.**

Flu is very contagious among children, and is especially dangerous for younger siblings, babies and the elderly. Vaccinating the school age child is the best way to protect them and their younger brothers/sisters and elderly family members against the Flu.

Flu immunization will be administered at school but only to those who have returned a completed permission slip. We will not vaccinate anyone without a completed consent form.

You will find a Vaccine Information Sheet (VIS) with the consent form. The 2019 VIS will be sent home with a Notice of Vaccination with your child the day of the clinic. If you have additional questions or concerns, please call Health Services or ask your School Nurse.

Thank you ahead of time for helping us protect your child and our community against the Flu!

## DRESS CODE

Per the Stockton Unified School District Board Policy #5132 and California Education Code §35294.1, the following clothing items or styles are not to be worn to school:

- Baggy/Sagging trousers or holes in clothing showing undergarments (indecent)
- Overalls that act as the straps of the shirt
- Clothing with underwear showing
- House slippers and pajamas, Blankets
- White muscle tank shirts, underwear shirts
- Athletic spirit phrases with a double entente – teams are asked to get the Principal's approval prior to making spirit shirts.
- Wallet or waist chains, spiked jewelry
- Back-less blouses or shirts (shirts that do not cover the back entirely)
- Bare midriff (stomach may not be exposed)
- Strapless/tube tops or shirts, off-shoulder or single strap garments, excessively low-cut tops or shirts, see-through tops, Halter-tops, tube tops or spaghetti straps (even with a jacket), spaghetti straps (straps must completely cover the undergarment) or thin wrap skirts
- Short shorts/skirts with slits up to the thigh area
- Micro miniskirts and shorts (shorter than mid-thigh)

**Head Coverings:** Bandannas/beanies/earmuffs/wave caps (do-rags)/headbands/baseball caps/ or any other type of head covering, unless it is worn for religious beliefs

**No Red / Blue Policy:** All apparel that is red or blue of any shade is prohibited (i.e.; shoelaces, shoes, belts, shirts, shorts, pants, handkerchiefs, etc.)

**Offensive/Illegal Activity:**

- Clothing with symbols that are known to be affiliated with illegal activities, including alcohol, tobacco, drugs (including mushrooms), death and violence is prohibited (i.e., Snowman, Scarface, Old English lettering, etc.)
- Clothing or jewelry with the playboy symbol or the word "Hustler"
- Garments displaying logos of racist groups or juvenile gangs, obscene language, vulgar gestures, racist, ethnic or sexual symbols or slurs or symbols of hate, prejudice, intolerance or discrimination or any clothing, jewelry, belts with the symbol of the Iron Cross
- Apparel advertising alcohol, tobacco, drugs (including mushrooms), death and violence
- Sport jerseys of any type
- Gang-related apparel

## ITEMS NOT ALLOWED ON SCHOOL CAMPUSES

The following items are prohibited on school campuses. If a student brings any of the items listed below, they will be confiscated, and the student shall be subject to disciplinary action, including detention, suspension and/or expulsion:

- Weapons and Dangerous Instruments
- Firearms, including imitation firearms
- Knives
- Explosive and/or incendiary devices
- Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure or spring action, or any spot marker gun.
- Any other dangerous device, instrument or weapon, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.
- Laser pointers
- Markers of any kind/liquid paper (white out)
- Mailing labels of any type
- Spray paint/paint pens/wax pencils
- Dice/trading/playing cards
- Illegal drug or drug paraphernalia/gang affiliation paraphernalia
- Over-the-counter or prescribed medication – these must be cleared with the school site health office.
- Alcohol and other Drugs
- Tobacco/cigarettes/matches/lighters
- Skateboards
- Wallet chains

# PARENT/GUARDIAN ROLE IN EMERGENCIES

## (Readiness & Emergency Management for Schools [REMS])

Providing a safe place for students to learn and grow is one of the most important responsibilities of our school system. All Stockton Unified School District schools have a Readiness and Emergency Management for Schools (REMS) plan in place. Drill procedures for emergencies and disasters are regularly practiced at school. Along with school staff, your family plays a critical role in preventing and responding to school emergencies. The information in this document is intended to provide parents/guardians with the steps you can take before, during and after an emergency.

### BEFORE EMERGENCY: Prevention/Preparedness

- Report any issues, concerns or rumors related to safety to your school principal or SUSD Police Department at 464-6911.
- Help support all security measures when visiting our schools by signing in and out at the school office and wearing a visitor's badge at all times while in the building.
- Regularly update your student's Emergency Card with your current contact information and emergency information. This is the contact information which will be used for our automated telephone system to alert you of situations. In the event of an emergency, only custodial parents, legal guardians and those persons listed on the emergency care are allowed to pick up students at a parent re-unification center.
- If your child is on medications taken at school, be sure the school has at least a two-day supply at all times.
- Create your own family emergency plan. For tips on how to prepare a plan go to the American Red Cross website: [www.redcross.org](http://www.redcross.org)

### DURING EMERGENCY: Response

In a school emergency, the first instinct of many parents is to pick up the telephone and call their child or school and/or rush to the school to get their children. The truth is, this only complicates matters from a safety and security standpoint. School and district staff are trained and prepared to care of your student in emergency situations. The best action parents can take in an emergency is to stay close to their phone and e-mail and to monitor local radio and TV reports for regular updates and instructions.

- Do not report to your child's school during emergency situations. The school access route and street entrance areas must remain clear for emergency vehicles.
- Avoid calling the school or the district offices during the emergency. Please leave our lines open for emergency calls and responders.
- Stay close to your telephone listed on your child's emergency card for district updates through our automated telephone system.
- Tune your radio (KSTN 107.3 FM or KFBK 1530 AM or 92.5 FM) and local television stations to monitor information disseminated by the district
- Monitor the district's website: <http://www.stocktonusd.net/>

### District Release Policy: Parent Reunification

- Students will be dismissed from school or from the parent reunification center only to parent/guardian or designated person listed on the student's emergency card.
- All parents/guardians or designated persons who come for a students must present photo identification.
- No student will be allowed to leave with another person, even a relative or baby sitter, unless we have written permission to that effect or that particular person is listed on the student's emergency card in our files.
- District and school staff will care for students until parent/guardian or designated person arrives.

### If the school building is evacuated, how will I be able to locate my child?

Parents will be directed to a specific location called a parent reunification center where they will be required to show valid identification. At the reunification center, students will be released only to authorized individuals. The reunification process involves several deliberate steps to help ensure the safety of students. In some cases the process may not be as rapid as many would prefer. As difficult as it may be, we ask your help in remaining calm and patient during this process so we can reunite parents and students as quickly and efficiently as possible.

### AFTER EMERGENCY: Recovery

- Following a school crisis, specially trained school and district crisis intervention members are available to provide counseling and outside referrals to students, staff members and others who may need it.
- Monitor your student's behavior and let the school know if you think counseling or help is needed.
- The district will work as quickly as possible to restore normal school

operations and will inform parents of any changes.

## NOTICE OF USE OF PESTICIDES/ HERBICIDES ON SCHOOL GROUNDS

Risk Management Department • 701 North Madison Street • Stockton, California 95207 • If you have any questions, please call 209-933-7110

**SECTION 1.** The Healthy Schools Act requires that all school districts provide parents or guardians of students with annual written notification of expected registered pesticides/herbicides use at all school sites. Our notification will identify the active ingredient or ingredients in each registered pesticide product and have included the Internet address (<http://www.cdpr.ca.gov>) for further information on pesticides/herbicides and their alternatives. We have attached our annual notification, which will start August 1, 2019. (See Section 2)

**SECTION 2.** SUSD intends to use the following registered pesticides/herbicides within the 2019-2020 school year as needed to control weeds: \*

NAME OF PESTICIDE \ HERBICIDE	ACTIVE INGREDIENTS
R-1 1 Spreader Activator	Nonionic Surfactants
Reward	Pendulum 3.3 EC
Round-Up	Isopropylamine salt of glyphosate
Surflan A.S.	Oryzalin

\*Stockton Unified School District has prohibited the application of any registered herbicides when students are present. The application of herbicides is completed only as needed and after the school has closed for the day, or on weekends.

**SECTION 3.** Parents or guardians of students may request prior notification of individual registered herbicide applications at their school site \*. Parents or Guardians listed on this registry will be notified at least 72 hours before any registered pesticides/herbicides are applied. If you would like to be notified every time we apply a registered pesticide/herbicide, come to the Risk Management Office to fill out the proper notification form.

## CHILD NUTRITION/FOOD SERVICES

The SUSD Child Nutrition/Food Services Department will be participating in the Community Eligibility Provision of the National School Lunch Program and School Breakfast Program for the 2021-22 school year.

All enrolled students at Community Eligibility Provision Schools are eligible to receive a breakfast and lunch at school, every school day, at no charge to your household.

### SUSD Schools Participating in the Community Eligibility Provision in the 2021-22 School Year

- |             |                          |                         |                                  |
|-------------|--------------------------|-------------------------|----------------------------------|
| • Adams     | • Health Careers Academy | • Monroe                | • Stagg                          |
| • August    | • Henry                  | • Montezuma             | • Stockton Early College Academy |
| • Bush      | • Hong Kingston          | • Nightingale           | • Stockton Skills                |
| • Chavez    | • Hoover                 | • PAAC                  | • Taft                           |
| • Cleveland | • Huerta                 | • Pacific Law Academy   | • Taylor                         |
| • Edison    | • Jane Frederick         | • Peyton                | • Van Buren                      |
| • El Dorado | • Kennedy                | • Pittman               | • Victory                        |
| • Elmwood   | • King                   | • Primary Years Academy | • Walton                         |
| • Fillmore  | • Kohl                   | • Pulliam               | • Washington                     |
| • Franklin  | • Madison                | • Rio Calaveras         | • Weber                          |
| • Fremont   | • Marshall               | • Roosevelt             | • Wilson                         |
| • Grunsky   | • Mata                   | • San Joaquin           | • Young Adult Program            |
| • Hamilton  | • McKinley               | • Spanos                |                                  |
| • Harrison  | • Merlo                  |                         |                                  |
| • Hazelton  |                          |                         |                                  |

Breakfast and Lunch Menus are available on the District website at [www.stocktonusd.net](http://www.stocktonusd.net). We look forward to serving breakfast and lunch to your children this school year!

### SUSD Child Nutrition/Food Services Department

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of

hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of

the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW

Washington, D.C. 20250-9410

(2) Fax: 202-690-7442

(3) E-mail: [p.rogman.intake@usda.gov](mailto:p.rogman.intake@usda.gov)

This institution is an equal opportunity provider.

## PRESCHOOL PROGRAMS

Stockton Unified offers Part Day State Preschool, First 5 and Head Start Services in thirty-eight locations throughout the district. If you are interested in enrolling your 3 or 4 year old, please stop by the Early Childhood Department located at 1144 E. Channel Street and pick up a registration packet or call (209) 933- 7380 ext. 1353 or 1358 for more information.

- Preschool Part Day- Available to low-income families
- Operates 8:00 a.m. – 11:30 a.m. and 12:00p.m. – 3:30 p.m. 180 days a year following the traditional school schedule.
- Emphasizes school readiness by creating learning opportunities for students in language arts, mathematics, science, and physical and social-emotional development.
- Emphasis is placed on pre-literacy and pre-mathematical skills and concepts.

## STUDENT ACCEPTABLE USE POLICY (AUP)

Stockton Unified School District (SUSD) students have access to technology and electronic information services for the purpose of enhancing their understanding of the curriculum. The District attempts to make up-to-date technology available to all students at all sites to enhance the education of each student and to prepare them for future careers. This Acceptable Use Policy must be signed and returned to the school in order for your child to use SUSD's technology resources for Internet access and educational purposes. The term "educational purposes" includes classroom related activities, educationally relevant research, and other school related activities. The network was not established as a public access service or a public forum. The District reserves the right to place reasonable restrictions on the material and network resources accessed. Students are expected to follow the rules set forth in the Student Conduct Code as well as State and Federal law in their use of the SUSD's technology resources.

The Internet and electronic networks allow students the opportunity to broaden their knowledge and access to information in all subject areas. The purpose of the AUP is to protect students, parents, and the District by setting rules for the use of this medium.

### STUDENT INTERNET ACCESS

Students will have access to Internet information through their classroom, library, or school computer lab. Each student and a parent must sign this account agreement to be granted use of the Stockton's Technology Network. A parent may withdraw their approval at any time. Students are expected to abide by the generally accepted rules of appropriate online behavior and network etiquette. These include but are not limited to the following:

**1. Internet Protection Measure:** To comply with the Children's Internet Protection Act (CIPA), the District has in place an Internet content filter that protects against internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to use of the computers by minors, harmful to minors. The District will make every effort to filter objectionable content but cannot guarantee breaches of this filter as the Internet is constantly adding new pages and content.

The Internet filter is updated nightly and provides monitoring and reporting capabilities for all activities.

**2. Internet Safety / Cybersafety:** Students will be educated about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.

**3. Personal Information and Social Networking:** Students will not share personal contact information about themselves or other people (i.e. address, telephone number, school address, etc.). Access to social networking sites and chat room communication is not allowed. Students will promptly notify teachers or another school employee if they receive any messages or encounter web pages that are inappropriate or make them feel uncomfortable.

**4. Cyberbullying:** Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.

Students shall not use technological resources to participate in cyberbullying.

**5. Illegal Activities and Vandalism:** Students will not attempt to gain unauthorized access to Stockton's Technology Network nor any other computer system through Stockton's Technology Network nor go beyond their authorized access (i.e. log in through another person's account or access another person's files). Students will not make deliberate attempts to disrupt the computer system or destroy data by uploading, creating, or spreading computer viruses or any other means. Students will not use the network for illegal activities such as "hacking" or vandalize technology resources.

**6. System Security:** Students are responsible for their accounts and will take all precautions to prevent others from using their accounts and will not share their login user name and password. Students will notify teachers or the system administrator if they have a security problem.

**7. Inappropriate Language:** Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Students will not engage in personal attacks or harassment.

**8. Respect for Privacy:** Students will not re-post a message that was sent to them privately without the permission of the person who sent the message. Students will not post private information about another person.

**9. Plagiarism and Copyright Infringement:** Students will not plagiarize works that they find using electronic resources. Plagiarism is taking the ideas or writings of others and presenting them as your own.

**10. Inappropriate Access to Material:** Students will not use Stockton's Technology Network to access material that is profane or obscene (i.e., pornography), or material that advocates illegal acts, violence or unlawful discrimination.

**11. Downloading:** Downloading of programs and files is prohibited unless if the download is for a particular assignment. Student is first required to obtain permission from the classroom teacher, administrator, or librarian.

**12. Email, blogs, message boards, Instant Messaging, & personal web pages:** Students may not use the Internet for IRC/talk/chat, blogs or network games. Mailing lists, personal e-mail or bulletin board services or message boards use are strictly prohibited unless in association with a supervised class project. Any screen that you type a message into is a message board. Students may not download and use Instant Messenger. (Examples: AOL, Microsoft, Yahoo, My Space, Facebook). Students cannot work on personal web pages on school computers.

**13. Cell Phones and other electronic devices:** Cell phones and other electronic devices must not disrupt the educational environment of SUSD. SUSD acknowledges the need for students and families to communicate with cell phones. SUSD also acknowledges technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. Use of cell phones and other personal electronic equipment on SUSD campuses is at the discretion of the site administration and classroom teacher and must align with established school and classroom rules and procedures.

**14. New and Evolving Technology:** As new technologies emerge (i.e. internet resources, wireless devices, and portable technologies), they will also fall under the general tenets of this agreement. Accessing the internet outside of the district network by using personal communication devices to engage in any of these prohibited activities falls under the Student Conduct Code guidelines and regulations.

**15. Google Apps for Education accounts:** SUSD provides all k-12 students with a Google Apps for Education account (GAPE). These accounts are used to create documents, participate in lessons, log onto various devices and services. In order for students to access their GAPE accounts and use district Chrome books, students must have a signed parent permission form on file.



## STUDENTS' RIGHTS

- 1. Free Speech:** Students' right to free speech, as set forth in the Student Conduct Code, applies also to their communication on network resource.
- 2. Search and Seize:** Students should expect only limited privacy as their account should not be considered personal and private and may be subject to inspection by authorized district employees.
- 3. Due Process:** The District will cooperate fully with local, state, and federal officials in any investigation related to any illegal activities conducted through Stockton's Technology Network. In the event there is a claim that students have violated this Policy or the Student Conduct Code in the use of Stockton's Technology Network, they will be provided written notice of the suspected violation and an opportunity to present an explanation before an administrator.

## LIMITATIONS OF LIABILITY

The District makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The District is not responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Because the privacy of system users is limited, the District will not be responsible for loss of personal information if that information is voluntarily disclosed by the students against the stipulations of this AUP. **The District may suspend any individual's access to District technology upon any violation of the AUP.**

## TEXTBOOK AND LIBRARY BOOK CHECKOUT LIABILITY NOTICE

Stockton Unified School District (SUSD) provides all necessary textbooks, as well as library books, to all students enrolled in its schools. The District understands the need for students to have access to proper learning materials. SUSD loans its students books with no deposit required and expects these books to be returned to the District in good condition. Books that are lost, stolen, damaged or defaced will result in a demand for payment (see table below). During the time that outstanding fees remain uncollected, and after due process has been afforded, grades, transcript, report cards and other school privileges may be withheld. If payment becomes necessary, and full payment cannot be made at once, a payment plan will be offered by SUSD.

If a parent or student is not able to pay for the cost or damages or cannot return the book(s), the District will provide a voluntary work program for the student in lieu of payment of the cost or damages, after the student has been afforded his or her due process rights. When the voluntary work is completed, the student's grades, diploma and transcripts will be released vt(Education Code §48904). This policy has been implemented to ensure that the public resources provided to the District are used efficiently and effectively, and to ensure that all students have the instructional materials they need and deserve.

If you have any questions concerning textbooks issues, please contact your school within ten (10) days of receipt of this notice. Books are due when changing classes, checking out of school or at the end of the school year.

### DAMAGED TEXTBOOKS AND FEES:

- Book damaged beyond use: Replacement cost of the book
- Barcode missing: \$5
- Missing/torn pages: Begins at \$2 per page
- Water damage: Begins at \$10, up to full price of the book
- Cover damage: Begins at \$5, up to full price of the book
- Binding/spine damage: Begins at \$5, up to full price of the book
- Marks, scribbled pages, graffiti: \$3 per book, up to full price of the book

### ADDITIONAL TEXTBOOK RULES FOR STUDENTS

You, as a student, are responsible for books that are scanned under your name or assigned to you. Students who lose books must resolve this issue during lunch or before or after school hours (not during class time). Unresolved book fines can keep you from participating in extra-curricular activities.

- DO cover hardbound textbooks with protective covers.
- DO bring your books to school when directed by teacher.
- DO return books to the textbook room before the semester course ends.
- DO pay all textbook obligations in the Main Office.
- DO keep receipts for all obligations so a refund can be given to you if the book is found. Refunds will be given for one year only from date of original

payment.

- DO NOT damage or write in textbooks. Anyone defacing a book by marking, writing, tearing or unnecessarily soiling in it, will be held responsible [Education Code §48904 (a) (1)].
- DO NOT tape book covers directly onto the books.
- DO NOT use CONTACT PAPER when covering books.
- DO NOT leave textbooks in classrooms for any reason.

**All textbooks are due at the end of the term or school year.**

## COMMUNITY RELATIONS PARENT INVOLVEMENT BOARD POLICY 1220.1

The Stockton Unified School District Board of Education believes the education of each child is the shared responsibility of the school, the family and the community. Schools, families, and community must work together as knowledgeable partners to maximize success and academic achievement for each child. In order to assure collaborative partnerships between schools, families, and the community, it will be the policy of Stockton Unified School District to:

1. Involve parents in the joint development of the school plan and involve parents in the review of the data from the school's comprehensive needs assessment and jointly establish strategies and activities for program improvement;
2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement;
3. Build the schools' and parents' potential for strong parent involvement;
4. Coordinate and combine the parent involvement strategies of the various programs into one articulated and coherent program;
5. Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy;
6. Use the findings of the annual evaluation of the parent involvement policy in designing strategies for school improvement and revising, if necessary, the parent involvement policy;
7. Provide families with instruction in order to develop parenting skills that foster conditions at school which support children's efforts in learning;
8. Promote/establish effective two-way communication between families, the school site, and the district using a variety of methods that address the diversity of our communities;
9. Train teachers, administrators, and selected classified staff to communicate effectively with parents;
10. Integrate parental involvement programs into the school's plan for academic accountability;
11. Require schools in collaboration with parents to develop a parent involvement policy to be included in the school plan.

## PARENT VOLUNTEER PROCEDURES

Stockton Unified School District (SUSD) welcomes and encourages parent participation. The success of our students is greatly enhanced by parent involvement. In order to become a school volunteer, a parent/guardian needs to do the following:

- Have a background check to include being fingerprinted
- Provide Tuberculosis (TB) clearance (negative TB assessment or written clearance from physician). Tuberculosis test will need to be renewed every 4 years.
- Queried through a national sex offender database

### Fingerprinting and Background Check

- All individuals interested in serving as a SUSD volunteer must go to the following website to begin the process: [beamentor.org/stockton](http://beamentor.org/stockton)
- The school site administration where the individual wants to volunteer is notified via receipt of their online application. The prospective volunteer's application must be approved by the site before s/he can be processed and/ or fingerprinted
- Once approved by the site, the volunteer applicant receives an email link allowing them access to an online scheduling program to make an appointment to be fingerprinted
- Fingerprinting occurs at the SUSD Police Department: 640 N. San Joaquin Street, Stockton (NOTE: Fingerprint returns can take up to 30 days or more)
- Name queried through a national sex offender database
- If clear, the applicant will be issued a yellow Volunteer ID badge indicating the school year (The Police Department receives subsequent arrest notifications from the Department of Justice on fingerprinted volunteers so it is not necessary to re-fingerprint unless there has been a break in

service.)

Any questions call: 209-933-7085 x 2464 or email [fingerprint@stocktonusd.net](mailto:fingerprint@stocktonusd.net)  
Further information can be located at: <https://susdpolice.org/fingerprint.html>

## Unsupervised Volunteers\*\*

- Will be fingerprinted (NOTE: Fingerprint returns can take up to 30 days or more)
- Will be queried through a national sex offender database
- If clear, will be issued a yellow Volunteer ID badge indicating the school year
- Unsupervised volunteers will be queried through the national sex offender database annually and, if clear, will be issued a new yellow Volunteer ID badge for that school year if approved to continue services.

(The Police Department receives subsequent arrest notifications from the Department of Justice on fingerprinted volunteers so it is not necessary to re-fingerprint Unsupervised Volunteers unless there has been a break in service.) \*\*\*"Unsupervised" is defined as situations and/or volunteer duties in which the volunteer will be alone with one or more students. Examples include one-on-one tutoring in a private space and facilitating yard duty without a SUSD staff member nearby.

## TUBERCULOSIS (TB) SKIN ASSESSMENT

California State Law (H&SC 121545) and SUSD Board Policy 4112.4 require that any person volunteering services in public schools must submit evidence that he/she is free of active tuberculosis. The examination shall consist of a TB assessment or the results of a chest x-ray, and must be repeated once every four years. Results of this examination must be kept on file at the school in which the person is volunteering services. Contact Health Services at (209) 933-7060, or your School Nurse for a TB assessment, or:

### Stockton Unified School District Health Services

975 N. D St., Stockton, CA 95205 • (209) 933-7060

We offer bi-monthly TB clinics here at Health Services for district employees who have received a letter from HR stating they need a TB renewal. These clinics are held every 1st & 3rd Tuesday of the month from 7am-9am & 2pm-4pm. It is walk-in only, no appointment necessary. Duties of a volunteer may include: Assisting in the classroom, going on field trips, assisting in various offices, working at athletic events, and any other activities deemed appropriate by the Site Administrator.

## REGULATION 6020: PARENT INVOLVEMENT

Status:ADOPTED

Original Adopted Date:08/01/2006|Last Revised Date:10/01/2017 see more District Strategies for Title I Schools

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the district shall:

1. Involve parents/guardians and family members in the joint development of a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6311 (20 USC 6318)  
The Superintendent or designee may:
  - a. In accordance with Education Code 52063, establish a district-level parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the plan in accordance with the review schedule established by the Governing Board
  - b. Invite input on the plan from other district committees and school site councils
  - c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the plan and the opportunity to provide input
  - d. Provide copies of working drafts of the plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
  - e. Ensure that there is an opportunity at a public Board meeting for public comment on the plan prior to the Board's approval of the plan or revisions to the plan
  - f. Ensure that school-level policies on parent/guardian and family engagement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
2. Provide coordination, technical assistance, and other support necessary to

assist and build the capacity of Title I schools in planning and implementing effective parent/guardian and family engagement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the challenging state academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
- b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
- c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
- d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
- e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
- f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request
- g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

- a. Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training
- c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions
- d. Train parents/guardians to enhance the involvement of other parents/guardians
- e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation
- f. Adopt and implement model approaches to improving parent/guardian involvement
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent/guardian involvement in Title I programs
- h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities
- i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families
- j. Provide a master calendar of district activities and district meetings
- k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means



- l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions
  - m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed
  - n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions
  - o. Provide ongoing district-level workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops
  - p. Provide training for the principal or designee of each participating school regarding Title I requirements for parent/guardian and family engagement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of related activities
  - q. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
  - r. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations
  - s. Assign district personnel to serve as a liaison to the schools regarding Title I parent/guardian and family engagement issues
  - t. Provide information to schools about the indicators and assessment tools that will be used to monitor progress
3. To the extent feasible and appropriate, coordinate and integrate Title I parent/guardian and family engagement strategies with parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements
  - b. Involve district and school site representatives from other programs to assist in identifying specific population needs
  - c. Schedule joint meetings with representatives from related programs and share data and information across programs
  - d. Develop a cohesive, coordinated plan focused on student needs and shared goals
4. Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent/guardian and family engagement policy in improving the academic quality of the schools served by Title I, including identification of: (20 USC 6318)
    - a. Barriers to participation in parent/guardian and family engagement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
    - b. The needs of parents/guardians and family members, so they can better assist with their children's learning and engage with school personnel and teachers
    - c. Strategies to support successful school and family interactions

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

The Superintendent or designee may:

- a. Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications
  - b. Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged
  - c. Recommend to the Board measures to evaluate the impact of the district's parent/guardian and family engagement efforts on student achievement
5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)
  6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population

served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's local control and accountability plan in accordance with 20 USC 6312 and shall be distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

### School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent/guardian and family engagement shall be developed jointly with the parents/guardians and family members of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
  - a. Timely information about Title I programs
  - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards
  - c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

#### ***This compact shall address:***

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's challenging academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, volunteering in the classroom, and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
  - i. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
  - ii. Frequent reports to parents/guardians on their children's progress

- iii. Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
  - iv. Regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the required activities described in item #2 in the section "District Strategies for Title I Schools" above
  8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand
 

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school's parent/guardian and family engagement policy shall be made available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent/guardian and family engagement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The school's policy shall be periodically updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)
- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
  - e. Develop mechanisms to encourage parent/guardian input on district and school issues
  - f. Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)
 

The Superintendent or designee may:

    - a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
    - b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
  5. Integrate parent/guardian and family engagement programs into school plans for academic accountability
 

The Superintendent or designee may:

    - a. Include parent/guardian and family engagement strategies in school reform or school improvement initiatives
    - b. Involve parents/guardians and family members in school planning processes

### District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)
 

The Superintendent or designee may:

  - a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
  - b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
  - c. Provide parents/guardians with information about students' class assignments and homework assignments
2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)
 

The Superintendent or designee may:

  - a. Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
  - b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
  - c. Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)
 

The Superintendent or designee may:

  - a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
  - b. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
  - c. Provide information about parent/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications

# STUDENT CONDUCT CODE

**PRE-K THROUGH GRADE 12  
2021-2022**



**STOCKTON UNIFIED SCHOOL DISTRICT**

701 N. Madison Street • Stockton, CA 95202

Board of Education

Cecilia Mendez, President  
Maria Mendez, Vice President  
Ray C. Zulueta, Jr., Clerk  
AngelAnn Flores, Trustee  
Scot McBrian, Trustee  
Alicia Rico, Trustee  
Vacant – Area 7, Trustee

John Ramirez, Jr. Superintendent

**Adopted by the Board of Education June 26, 1979**

**First Revision Adopted by the Board of Education August 14, 1984**

**Second Revision Adopted by the Board of Education July 18, 1989**

**Third Revision Adopted by the Board of Education August 9, 1994**

*Additional Printings 1995 - 2021*



## PHILOSOPHY

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Our Mission is to graduate every student college, career, and community ready. In doing so we lift all youth out of circumstances of poverty and scarcity. Our goals for our students include:

Every child by the end of the 3rd grade will read and comprehend at the proficient level.

Every child by the end of the 9th grade will demonstrate mastery of Algebra concepts and application.

Every child by the end of the 12th grade will graduate and be college or career ready.

Successful schools provide a safe and welcoming environment where students have an opportunity to learn and teachers can devote their time to instruction. Student support focuses on prevention, intervention, and reinforcing positive behavior.

The Governing Board of Stockton Unified School District desires to provide a safe, supportive, and positive school environment conducive to student learning, which prepares students for college, career, and community readiness. By fostering a supportive community where students can learn and grow into responsible citizens our students will be contributing, engaged members of society.

Stockton Unified School District has an age appropriate multi-tiered system of support for both academic and behavioral intervention. This tiered response to student behavior allows us to intervene using strategies and tools to help students understand the role they play in the classroom environment and in their academic success.

While staff will be using preventative measures and positive strategies whenever possible, it may be necessary to take actions which will result in the loss of instructional time. Exclusionary discipline is reserved for situations in which the behavior requires elevated consequences.

We encourage parents/guardians and students to become thoroughly familiar with the contents of this booklet to ensure that everyone understands both the philosophy behind our conduct code, as well as, the consequences of conduct code violations. Our pledge to students and families is that we treat all students respectfully and with fairness.

## STATEMENT TO PRINCIPALS

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Students in Stockton Unified School District, like members of any community, have both rights and responsibilities. It is the obligation of the District to protect those rights and to educate students about their responsibilities.

The purpose of this conduct code is to ensure that all students understand their rights and responsibilities, the consequences of inappropriate student behavior, and both the procedures for addressing student behavior as well as the reason for redirection or discipline. This code serves to define actions according to Education Code and provide each school with the framework for student discipline procedures and rules. Administrators should consult the Student Conduct Code Book, the Guidelines for Addressing Conduct Code Violations, Conduct Code Violation Intervention Strategies for information about student discipline and appropriate interventions.

The written school site rules and procedures on school discipline will be provided to continuing pupils and families at the beginning of each school year, as well as transfer students and their families at the time of their enrollment in the school.

# Stockton Unified School District is Committed to ...



**Our mission is to graduate every student college, career, and community ready. In doing so we will lift all youth out of circumstances of poverty and scarcity.**

# I. STUDENT RIGHTS

## 1. EQUAL EDUCATIONAL OPPORTUNITY

Schools must provide all students an opportunity to receive a Free Appropriate Public Education (FAPE). Students have the right to attend school until the age of 18 or graduation from high school, unless receiving Special Education services and support can extend through age of 21.

No student can be prevented from participating in any program because of his or her ethnic group, religion, gender, color, race, national origin, physical or mental disability, marital or parental status, or sexual orientation.

Students have the right to equal educational opportunity without interference from other students or individuals.

## 2. EXERCISE FREE EXPRESSION

**Freedom of Speech:** Students shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications.

Students writing for school newspapers have the right to exercise freedom of speech, except expression that is obscene, libelous or slanderous. Also prohibited is expression that so incites students as to create a clear and present danger of unlawful acts on school grounds or disruption of school operations.

Students' freedom of expression shall be further limited only as authorized by Education Code sections 48907, 48950, and other applicable state and federal laws.

**Other Forms of Expression:** Students are entitled to express themselves by displaying or wearing symbols of ethnic, cultural, political, or other values, except for items commonly considered gang-related in our community. Where individual schools have a dress code prohibiting gang-related apparel at school or school activities, the definition of "gang related apparel" shall be defined in the school safety plan. (See Board Policy and Administrative Regulation 5145)

## 3. FREEDOM FROM SEXUAL HARASSMENT

Students have the right to learn in an educational environment free of sexual harassment. This means they are entitled to attend school without being subjected to unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature.

## 4. FREEDOM OF ASSEMBLY

Student organizations, clubs and groups will be given equal access to meet on school premises during reasonable, designated times and allowed to utilize school media including the school newspaper, bulletin boards and public address system in accordance with Board Policy and Administrative Regulation 6145.5.

## 5. DUE PROCESS

Students facing significant disciplinary action, such as any form of school exclusion, are entitled to fair procedures to determine if they are at fault. District officials will comply with all procedures for proper notice and appeal as specified in board policy, administrative regulation and in accordance with the law. (See Board Policy 5144.1 and Administrative Regulation 5144.2)

The procedures and methods of appeal are further explained in Section IV.

## 6. UNIFORM COMPLAINT PROCEDURES

Stockton Unified School District (SUSD) annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The SUSD is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in: Adult Education; After School Education and Safety; Agricultural Vocational Education; American Indian Education Centers and Early Childhood Education Program Assessments; Bilingual Education; California Peer Assistance and Review Programs for Teachers; Career Technical and Technical Education, Career Technical, Technical Training, Career Technical Education; Child Care and Development; Child Nutrition; Compensatory Education; Consolidated Categorical Aid; Course Periods without Educational Content (for grades nine through twelve); Economic Impact Aid; Education of Pupils in Foster Care and Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district; English Learner Programs; Every Student Succeeds Act/No Child Left Behind (titles I-VII); Local Control Accountability Plans (LCAP); Migrant Education; Physical Education Instructional Minutes (for grades one through six); Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Safety Plans; Special Education; State Preschool; and, Tobacco-Use Prevention Education.

### **A pupil fee includes, but is not limited to, all of the following:**

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.



A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an education activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

**Enrique Torres**

**Director of Constituent Services**

**701 North Madison Street**

**Stockton, CA 95202-1687**

**(209) 933-7000 Ext. 2195**

**email: [eptorres@stocktonusd.net](mailto:eptorres@stocktonusd.net)**

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge and is also on our website: [www.stocktonusd.net](http://www.stocktonusd.net)

## **7. SUSD POLICE DEPARTMENT COMPLAINT PROCEDURES**

Policies and complaint forms specific to the SUSD Police Department may be obtained from the District Police Department at 640 N. San Joaquin Street, Stockton, CA 95202, or by calling (209) 933-7085 or at 701 N. Madison Street, Stockton, CA 95202. Complaints must be filed in writing to Police Department. Specific timelines may apply to

complaints regarding police services.

## **8. REASONABLE SEARCHES**

A principal or designee may conduct a reasonable search of a student's person, a student's belongings in the student's possession or in the student's locker or desk, or of the student's vehicle parked on District property when there is reasonable, articulable suspicion to suspect the student possesses contraband. Contraband may include illegal substances, drug paraphernalia, weapons, or other objects or substances, which may be injurious to the student or others. While school authorities will respect the rights of each student in the use of his/her locker and desk, lockers and desks are the property of the school and are assigned to students for the purpose of storing school-related materials and items essential to the physical well-being of the student.

The District will conduct searches pursuant to the procedures included in Board Policy and Administrative Regulation 5145.12.

## II. STUDENT RESPONSIBILITIES

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### STUDENTS ARE EXPECTED TO:

#### 1. **Attend School Daily, Unless Valid Excuse is Provided**

Regular school attendance provides students with the opportunity to have a successful and engaging school experience culminating in college, career, and community preparedness. In California, a student is required by law to attend school between the ages of 6 and 18.

#### 2. **Be On Time For All Classes**

Being on time helps to ensure all students can learn free of distraction. Stockton Unified School District is dedicated to providing high quality first instruction, rigorous curriculum, and supporting academic achievement and social-emotional development supported by Multi-Tiered System of Supports (MTSS). Entering a classroom after a lesson has begun interferes with the rights of other academic pursuits.

#### 3. **School Based Expectations**

Academic and behavioral expectations are designed to allow ALL students to participate in their education and to limit distractions caused by other students.

#### 4. **Leave Unnecessary Items At Home**

Items which distract from the learning environment should not be brought to school. Items which are considered to be distractions to instruction or creating an unsafe learning environment may be taken away and turned into the office to be returned to the student with a warning at the end of the day. If you have a question as to what qualifies as a distraction, please contact your school site administrator.

#### 5. **Cooperate With the School Community**

Every community depends upon the willingness of citizens, including students, families, teachers, and other District personnel, to play a part in upholding the guidelines by which everyone participates. Contributing to a positive school community leads to college, career, and whole community readiness.

#### 6. **Complete All In-Class And Homework Assignments And Meet Deadlines**

In order to benefit from the educational opportunity provided by school, it is important to complete the assigned work, including assigned homework. Please contact your teacher, counselor, or other trusted site personnel if you need more support to complete assignments and meet deadlines.

#### 7. **Respect Public Property And Carefully Use And Return All Materials And Equipment**

Damage to school property and materials denies others the use of such property and materials and limits the educational process. Inform your teacher, counselor, or site administrator if an item/material is not working as expected.

#### 8. **Come To Class With Necessary Books And Materials**

In order to benefit the most from your education, it

is important to come to class prepared to learn. This includes bringing necessary books and materials. In the event you are unable to provide necessary materials, please contact your site administrator or counselor.

#### 9. **Ensure That School Correspondence To Parents/Guardians Reaches Home**

Education requires a partnership between the home and the school. This allows parents/guardians and teachers to help students when they are having difficulties. Teachers and other school personnel will communicate with families by sending materials home with the student. The student is to make sure that all materials are given to the parent/guardian.

#### 10. **Follow Directions From Responsible Adults**

As student safety is paramount, it is important for students to follow the directions of teachers and other school personnel, as well as to obey school rules, inside the classroom as well as outside.

#### 11. **Maintain Academic Standards**

To encourage and promote academic excellence, students shall have maintained at least a 2.0 grade point average in all enrolled classes during the previous grading period in order to participate in athletics, extracurricular and co-curricular activities. This policy applies to students in grades 7-12 inclusive.

# III CONDUCT CODE VIOLATIONS AND CONSEQUENCES

## INTRODUCTION

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and preparing students for responsible citizenship by fostering personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

***Should your child's school determine the need for progressive disciplinary measure, the following actions may be taken by the school:***

**Referral for Counseling** – Students may be referred to the school counselor to discuss issues that interfere with learning.

**Counseled and Warned** – Student is counseled as to their responsibilities and the consequences of behavior.

**Class Suspension** – Student may be removed from a particular class for a period of time to reflect on behavior and meet with school counselor or administrator. Parents will be asked to attend a conference with the teacher and school administrator or counselor. (Education Code 48910)

**Parent/Guardian Contact** – Parent/Guardian may be asked to attend a conference with the teacher, administrator, and counselor or an Individualized Education Plan team meeting (IEP) to discuss their child's behavior.

**Detention** – Student will be assigned detention outside of the instructional day, which may be combined with community service.

**Community Service** – Schools may assign community service on the school campus in lieu of in-school or out of school suspension. Community service may be assigned off the school site with the permission of the parent/guardian. (Education Code 48900.6)

**Saturday School** – Students who are absent from classes without an excused or approved reason may be required to attend weekend school. Students may be asked to attend Saturday School for minor infractions in lieu of class suspension or out of school suspension.

**Loss of Privileges** – Limitations on a student's participation in school activities such as extracurricular activities such as music performances, athletics, or school dances.

**In-School Suspension** – A suspension from regular classes which takes place at the school site under the direction of certificated personnel.

**Out-of-School Suspension** – A suspension from regular classes in which the student is prohibited from attending school, participating in school activities, and being on the school grounds or on any other school campus.

**Notification of Appropriate Law Enforcement Agencies** –

Stockton Unified School District has its own police force. There are certain offenses which the District is required by law to report to law enforcement and which may require police intervention. These include gun, drug and alcohol offenses as well as when there is a clear and immediate threat of harm to students, teachers or public safety. (See Education Code section 48902)

**Transfer to Alternative Program** – Continued actions by the student which result in suspension from the school up to twenty days and when all other school based interventions have been exhausted may result in a transfer to an alternative school in or out of the District through the Student Attendance Review Board (SARB) for habitual insubordination.

**Expulsion** – In some cases of serious misconduct expulsion is required by Education Code for a first offense. For other offenses, and after the school has exhausted all school based interventions, the student may be expelled from the school and/or District and be required to attend an alternative school in or out of the District.

**Extension of Suspension** – When a student has committed an expellable offense, the school may ask the Superintendent's designee to extend the suspension from school until a due process hearing can be held.

## GROUND FOR DISCIPLINARY ACTION

California State Education Code is clear that schools discipline students for misbehavior when the offense occurs (1) while on school grounds, (2) while going to or coming from school (3) during the lunch period whether on or off campus, and (4) during, or while going to or from, a school-sponsored activity.

Examples of unacceptable behavior are listed below. The explanations and consequences listed below for Conduct Code violations are in summary form and may include other specific behaviors and/or consequences not mentioned in the text. Students may be suspended and/or expelled from school for violations of Education Codes 48900, 48900.2, 48900.3, 48900.4, 48900.7 and 48915. However, suspension will only be used for a first offense for the offenses identified by law or where it is determined the student's presence causes a danger to persons. Similarly, expulsion will only be utilized for first offenses in serious cases of misconduct and as required by Education Code. Schools will attempt to work with the student and parent/guardian to help redirect student behavior and stop inappropriate or disruptive behavior that interferes with the right of all students to learn.

## MANDATORY RECOMMENDATION TO EXPEL AND MANDATORY EXPULSION OFFENSES

The District is required to recommend expulsion and the student must be expelled if it is found he/she committed an act in violation of Education Code 48915(c)(1, 2, 3, 4, 5).

- 1. Offense:** Possessed, sold or otherwise furnished any firearm, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or principal's designee's agreement. (Education Code 48900(b), 48915(c)(1))



**Explanation:** A firearm is defined as a device, designed to be used as a weapon, which expels a projectile by the force of an explosion or other form of combustion.

**Consequences:** Immediate suspension from school, mandatory recommendation for expulsion, and mandatory expulsion where it is found student committed the act. Report to law enforcement.

2. **Offense:** Brandishing a knife at another person. (Education Code 48915(c)(2))

**Explanation:** A knife means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. (Education Code 48915(g))

**Consequences:** Immediate suspension from school, mandatory recommendation for expulsion, and mandatory expulsion where it is found student committed the act. Mandatory report to law enforcement. (Education Code 48902)

3. **Offense:** Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058. (Education Code 48900(c), 48915(c)(3))

**Explanation:** The California State Health and Safety Code defines controlled substances. Alcoholic beverages and any other intoxicants (such as marijuana) of any kind are prohibited on school campuses or at school sponsored activities.

**Consequences:** Immediate suspension from school, mandatory recommendation for expulsion, and mandatory expulsion where it is found student committed the act. Report to law enforcement.

4. **Offense:** Committed or attempted to commit sexual assault or sexual battery. (Education Code 48900(n), 48915(c)(4))

**Explanation:** Sexual assault, means any of the following:

Rape, as defined in Section 261 of the Penal Code.

Sodomy, as defined in Section 286 of the Penal Code.

Lewd or lascivious acts as defined in paragraph Section 288 of the Penal Code.

Oral copulation, as defined in Section 288a of the Penal Code.

Sexual penetration, as defined in Section 289 of the Penal Code.

Sexual battery is defined by Section 243.4 of the Penal Code.

**Consequences:** Immediate suspension from school, mandatory recommendation for expulsion, and mandatory expulsion where it is found student committed the act. Report to law enforcement.

5. **Offense:** Possession of an explosive as defined by 18 USC 921. (Education Code 48915(c)(5))

**Explanation:** An explosive is defined as a destructive device, incendiary or poison gas or projectile containing any explosive or incendiary material or other chemical substance. (Education Code 48915(h), United States

Code Title 18, Section 921)

**Consequences:** Immediate suspension from school, mandatory recommendation for expulsion, and mandatory expulsion where it is found student committed the act. Report to law enforcement.

## MANDATORY RECOMMENDATION TO EXPEL OFFENSES UNLESS EXTENUATING CIRCUMSTANCES EXIST

For these offenses the student must be recommended for expulsion, unless the Superintendent or principal determines that expulsion should not be recommended under the particular circumstances or that an alternative means of correction would address the conduct.

Expulsion for the following offenses must be based on a finding that at least one of the following exists: (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

1. **Offense:** Causing serious physical injury to another person except in self-defense. (Education Code 48900(a)(1), 48900(a)(2), 48915(a)(1)(A))

**Explanation:** Examples include threatening or attempting to cause physical injury with a deadly weapon/dangerous object/explosive device or any other means of force likely to cause great bodily injury. Causing or attempting to cause serious physical injury upon the person of another. Fighting, in which both parties have contributed to the confrontation by verbal and/or physical action, or when a fight has been provoked by one person in which both persons participate.

**Consequences:** Parent/guardian conference, suspension from school. Mandatory recommendation to expel unless circumstances identified above exist. Report to law enforcement.

2. **Offense:** Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student. (Education Code 48900(b), 48915(a)(1)(B))

**Explanation:** A knife means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. (Education Code 48915(g)) A dangerous object is one of no use to the student and may cause injury or harm to another. Examples of dangerous objects are laser pointers, brass knuckles, a connected ring that covers more than one finger, nunchaku-like weapons, or firecrackers.

**Consequence:** Parent/guardian conference, suspension from school. Mandatory recommendation to expel unless circumstances identified above exist. Report to law enforcement.

3. **Offense:** Unlawful possession of any controlled substance as defined in Health and Safety Code 11053-11058. (Education Code 48900(c), 48915(a)(1)(C))

**Explanation:** The California State Health and Safety Code defines controlled substances. Alcoholic beverages and any other intoxicants (such as marijuana) of any kind are prohibited on school campuses or at school sponsored activities.

**Consequences:** Parent/guardian conference. Suspension from school. Mandatory recommendation to expel unless it is the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, or the student is in possession of over the counter medication for medical purposes, or prescription medication prescribed for the student by a physician, or circumstances identified above exist. Referral to substance abuse counseling. Report to law enforcement.

- 4 **Offense:** Robbery or Extortion. (Education Code 48900(e), 48915(a)(1)(D))

**Explanation:** Robbery is the taking of personal property from another without permission accomplished by means of force or fear. Extortion is the obtaining of property from another, with his consent, induced by a wrongful use of force or fear.

**Consequences:** Parent/guardian conference, suspension from school. Mandatory recommendation to expel unless circumstances identified above exist. Restitution. Report to law enforcement.

- 5 **Offense:** Assault or battery, as defined in Penal Code 240 and 242, upon any school employee. (Education Code 48915(a)(1)(E))

**Explanation:** Battery (any willful and unlawful use of force or violence upon the person of another, Penal Code 242) or assault (an unlawful attempt, coupled with present ability, to commit a violent injury on the person of another, Penal Code 240). Examples of assault and battery include threatening or attempting to cause physical injury with a deadly weapon/dangerous object/explosive device or any other means of force likely to cause great bodily injury. Causing or attempting to cause serious physical injury upon the person of another. Intentional and willful use of force upon any school employee acting in the course of his/her duties.

**Consequences:** Suspension from school. Mandatory recommendation to expel unless circumstances identified above exist. Report to law enforcement.

## DISCRETIONARY DISCIPLINE OFFENSES

**Suspension, including supervised suspension (Education Code 48911.1) shall be imposed only when other means of correction fail to bring about proper conduct. All interventions must be documented in the student's record. Suspension may be imposed on the first offense for violation of Education Code 48900(a-e) or when the Superintendent or principal determines that the student's presence causes a danger to persons. (Education Code 48900.5)**

**Stockton Unified School District has adopted, for each school,**

**an age appropriate multi-tiered system of support for both academic and behavioral intervention. This tiered response to student misbehavior allows us to intervene at the first sign of misbehavior using strategies and tools to help students understand the role their behavior plays in the classroom environment and in their academic success.**

1. **Offense:** Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, such a student may be suspended or expelled pursuant to Education Code 48900(a) when he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))

**Explanation:** Battery or assault. Threatening or attempting to cause physical injury with a deadly weapon/dangerous object/explosive device or any other means of force likely to cause great bodily injury. Causing or attempting to cause serious physical injury upon the person of another. Fighting, in which both parties have contributed to the confrontation by verbal and/or physical action, or when a fight has been provoked by one person in which both persons participate.

**Consequence:** Parent/guardian conference. Suspension from school. Possible recommendation for expulsion. Report to law enforcement.

2. **Offense:** Possessed, sold, or otherwise furnished a knife, 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. (Education Code 48900(b))

**Explanation:** A knife means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. (Education Code 48915(g)) A dangerous object is one of no use to the student and may cause injury or harm to another. Examples of dangerous objects are laser pointers, brass knuckles, a connected ring that covers more than one finger, nunchaku-like weapons, or firecrackers.

**Consequences:** Suspension from school. Possible recommendation for expulsion. Potential suspension from school. Referral to counseling. Report to law enforcement.

3. **Offense:** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of an alcoholic beverage, or an intoxicant of any kind. Unlawfully possessed, used, or otherwise furnished, or been under the influence of a controlled substance as defined Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (Education Code 48900(c))

- Explanation:** The California State Health and Safety Code defines controlled substances. Alcoholic beverages and any other intoxicants (such as marijuana) of any kind are prohibited on school campuses or at school sponsored activities.
- Consequences:** Suspension from school. Referral to substance abuse counseling. Possible recommendation for expulsion. Mandatory report to law enforcement. (Education Code 48902(b))
4. **Offense:** 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. (Education Code 48900(d))
- Explanation:** The California State Health and Safety Code defines controlled substances. Alcoholic beverages and any other intoxicants (such as marijuana) of any kind are prohibited on school campuses or at school sponsored activities.
- Consequences:** Suspension from school. Possible recommendation for expulsion. Mandatory report to law enforcement. (Education Code 48902(b))
5. **Offense:** Attempted to commit robbery or extortion (Education Code 48900(e), 48900(g), 48915(a)(1)(D))
- Explanation:** Robbery is the taking of personal property from another without permission accomplished by means of force or fear. Extortion is the obtaining of property from another, with his consent, induced by a wrongful use of force or fear.
- Consequences:** Parent/guardian conference, restitution. Potential suspension from school. Referral to counseling. Possible recommendation for expulsion. Report to law enforcement.
6. **Offense:** Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
- Explanation:** Every person who maliciously damages or defaces school or private property not his or her own, in cases other than those specified by state law, is guilty of vandalism.
- Consequences:** Parent/guardian conference, referral to counseling, community service, restitution, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion. Report to law enforcement.
7. **Offense:** Stole or attempted to steal school property or private property. (Education Code 48900(g))
- Explanation:** Theft is the deceitful and unlawful taking of property without the permission of the rightful owner.
- Consequences:** Parent/guardian conference, referral to counseling, community service, restitution, suspension from school. No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion. Report to law enforcement.
8. **Offense:** Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, electronic cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction does not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h), 48901)
- Explanation:** The use of tobacco or imitation tobacco products is not allowed in the school setting or at school activities.
- Consequence:** Parent/guardian conference. Tobacco Use Prevention Education (TUPE) counseling, suspension. (No suspension on first offense unless student presents a danger to persons.)
9. **Offense:** Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
- Explanation:** The school is a place where respectful behavior is the expectation. Examples of obscene acts or habitual profanity are using foul language, making crude sexual references, acting out inappropriate school behaviors or hand gestures which are disruptive to the learning environment.
- Consequences:** Parent/guardian conference, parent required to attend classes with student, referral to counseling, community service, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion.
10. **Offense:** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia. (Education Code 48900(j))
- Explanation:** The Health and Safety Code defines drug paraphernalia as all equipment, products and materials of any kind which are designed for use or marketed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of this division. (Health and Safety Code 11014.5)
- Consequences:** Parent/guardian conference, referral to substance abuse counseling, community service, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion. Report to law enforcement.
11. **Offense:** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
- Explanation:** A student's disruption or defiance that has an impact on the effective or safe functioning of the school, classroom or school bus such as continuing to remain at the scene of a fight, instigating a disturbance after being told to stop the behavior, repeatedly interfering with the learning opportunities of classmates or the teacher's work



with the class or any actions which may compromise the safety of students on school buses or on school grounds.

**Consequences:** Parent/guardian conference, community service, referral to counseling. (No suspension on first offense unless student presents a danger to persons.)

- 12. Offense:** Knowingly received stolen school property or private property. (Education Code 48900(l))

**Explanation:** Theft is the deceitful and unlawful taking of property without the permission of the rightful owner. Knowingly receiving stolen property is as serious as stealing the property in the first place.

**Consequence:** Parent/guardian conference, referral to counseling, community service, restitution, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion. Report to law enforcement.

- 13. Offense:** Possessed an imitation firearm. (Education Code 48900(m))

**Explanation:** An imitation firearm means 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.

**Consequence:** Parent/guardian conference, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion. Report to law enforcement.

- 14. Offense:** Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))

**Explanation:** Students who report violations of the Conduct Code or who have been asked to provide information about a Conduct Code violation are not to be threatened or intimidated in any way by any other student.

**Consequences:** Parent/guardian conference, community service, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion.

- 15. Offense:** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug, Soma. (Education Code 48900(p))

**Consequences:** Parent/guardian conference, referral to substance abuse counseling, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion. Report to law enforcement.

- 16. Offense:** Engaged in or attempted to engage in hazing. (Education Code, 48900(q))

**Explanation:** Hazing means a method of initiation or pre-initiation 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.

**Consequences:** Parent/guardian conference, community service, referral to counseling, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion.

- 17. Offense:** Engaged in an act of bullying, verbal, electronic or through use of social media. (Education Code 48900(r))

**Explanation:** "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- a. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- c. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Consequences:** Parent/guardian conference, referral to counseling, suspension. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion.

- 18. Offense:** Committed sexual harassment. (Education Code 212.5, 48900.2)

**Explanation:** Sexual harassment means unwanted sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through the educational institution.

The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to

have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**Consequences:** Parent/guardian conference, referral to counseling, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion.

- 19. Offense:** Caused or attempted to cause, threatened to cause, or participated in an act of hate violence. (Education Code 67380 (5)(c), 233, 48900.3)

**Explanation:** Hate violence is defined as any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of such, directed against any person or persons because of ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, gender expression, disability or political or religious beliefs of that person or group.

**Consequences:** Parent/guardian conference, referral to counseling, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion.

- 20. Offense:** Intentionally engaged in harassment, threats or intimidation against District personnel, or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

**Explanation:** Harassment, threats, or intimidation must be so severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.

**Consequences:** Parent/guardian conference, referral to counseling, suspension from school. (No suspension on first offense unless student presents a danger to persons.) Possible recommendation for expulsion.

- 21. Offense:** Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

**Explanation:** Any statement, written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property, or property damage in excess of \$1,000, with specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate and specific as to convey to the person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of District property, or the personal property of the person threatened or his or her immediate family.

**Consequences:** Parent/guardian conference, suspension from school. (No suspension on first offense unless student

presents a danger to persons.) Possible recommendation for expulsion. Report to law enforcement.

## STUDENT TRANSPORTATION

(Title 5, CCR14103, Education Code 48900(k))

### RULES WHEN RIDING DISTRICT TRANSPORTATION

Riding the school bus to and from school is a privilege. Students who ride the bus are expected to:

- Be on time at the bus stop. Line up and do not shove or push others when entering or exiting the bus.
- Show good manners at the bus stop. This behavior includes staying near the bus stop area, keeping off private property and not disturbing plants or shrubs. Bus stops are a part of school jurisdiction and all school rules apply.

### SCHOOL BUS RULES AND CONDUCT

1. Students must obey the School Bus Driver.
2. Students must follow safety procedures.
3. Students must not destroy property.
4. Students must not fight, push or trip others
5. Students must not eat, drink, or litter on the bus.
6. Students must not use unacceptable language.
7. Students must remain seated until the bus arrives at the bus stop, the brake is applied and the bus door is opened.
8. Students must avoid loud talking.
9. Students must not board the bus with unopened foods, drinks, live or dead reptiles, insects, birds, animals, or glass objects or balloons.
10. Students must not board the bus with any hazardous material which would include, but not be limited to, any object that could be used as a weapon, or any food products that could become hazardous if spilled on the floor of the bus, i.e., snow cones, sodas, ice cream, etc.

The Transportation Department has established a system to deal with misbehavior on school buses. This system provides the bus driver with several options to deal with unacceptable behavior. The bus driver may:

1. Choose to correct students with a verbal warning or directive.
2. Issue an "A," "B," or "C" Conduct Report which is addressed to the principal with copies to the Transportation Department and the child/parent.

In all cases, the principal, in coordination with the Transportation Director shall have the final authority to determine the extent of the consequences.

### "A" CONDUCT REPORT (NOTICE TO PARENTS)

These are some examples of unacceptable behavior that would result in an "A" Conduct Report. NOTE: The normal progression of consequences is accelerated to the "B"

Conduct Report level after the issuance of two "A" Conduct Reports.

1. Any movement OUT of seats while bus is in motion.
2. Creating excessive noise.
3. Littering of any kind.
4. Unauthorized closing or tampering of any kind with bus windows.
5. Failure to obey bus driver.
6. Failure to sit in assigned seat.
7. Refusal to give name when asked to do so.
8. Other violations of a lesser nature.

## **"B" CONDUCT REPORT (PARENTAL CONTACT OR PARENTAL CONTACT AND CONFERENCE.)**

These are some examples of unacceptable behavior that would result in a "B" Conduct Report. NOTE: The normal progression of consequences is accelerated to the "C" Conduct Report level after the issuance of two "B" Conduct Reports.

1. Using other than the student's regularly designated bus stop.
2. Putting any part of the body out of the bus window at any time.
3. Creating excessive noise. (Screaming, yelling, etc.)
4. Legs, feet and objects obstructing aisle or facing to the rear in seats.
5. Any improper bus stop procedures, e.g., not lining up, rock throwing, playing in street.
6. Throwing any objects in, out of, or at the school bus.
7. Tampering with radio or bus controls.
8. Eating or drinking on the bus.
9. Giving improper identification when requested by bus driver.
11. Continued failure to obey bus driver.
12. Failure to remain quiet at all railroad crossings.
13. Other unauthorized or unsafe actions.
14. Continued unacceptable behavior as noted in "A" Conduct Report above.
15. Use of cell phones on the bus.

## **"C" CONDUCT REPORT (SUSPENSION OF BUS RIDING PRIVILEGES -- ONE DAY TO REMAINDER OF SCHOOL YEAR.)**

These are some examples of severe, unacceptable behavior that would result in suspension of bus-riding privileges from one day up to the remainder of the school year, depending on the severity of the unacceptable behavior.

1. Fighting on the bus or at bus stop.
2. Habitually using profanity or obscene gestures.
3. Unauthorized exits from emergency doors, windows, etc.

4. Riding any district school bus after receiving a "no ride" penalty.
5. Unauthorized opening, closing or tampering of any kind with bus doors.
6. Destruction of property-personal or school.
7. Lighting of matches or lighters.
8. Use of tobacco products.
9. Possession of explosives.
10. Possession of alcoholic beverages.
11. Possession of drugs and/or paraphernalia.
12. Possession of firearms.
13. Knives or sharp objects on the bus.
14. Transporting live animals, reptiles, or insects on the bus.
15. Acts of defiance against the driver's authority.
16. Endangering life or limb of other people.
17. If bus is equipped with seat belts, refusal to wear seat belt.
18. Continued unacceptable behavior noted in examples of "B" Conduct Report above.

The School Bus Driver, by California Administrative Code, is responsible for the appropriate behavior of students on the bus and is instructed by the District to report any unacceptable behavior to the Transportation Department. Repeated unacceptable behavior or behavior creating a serious safety hazard will be cause for suspension of school bus-riding privileges.

## **THE FOLLOWING CONSEQUENCES WILL OCCUR FOR STUDENT MISCONDUCT ON THE SCHOOL BUS:**

### **"A" CONDUCT REPORT**

- Possible conference with student and site administrator.
- Parent/guardian will be notified.

### **"B" CONDUCT REPORT**

- Possible conference with student and site administrator. (Driver optional)
- Parent/Guardian will be notified.
- Optional conference with student, parent/guardian, Site Administrator, and Driver, if requested by Parent/Guardian, Administrator or Driver.

### **"C" CONDUCT REPORT**

- Notification of Parent/Guardian, Bus Suspension with possible conference with student and Site Administrator.
- Student will be denied bus transportation until parent/guardian conference is held between the driver, student, parent/guardian, and site administrator. At this conference the length of suspension will be determined.
- Each "C" Conduct Report will result in school bus-riding suspension from one day up to the remainder of the academic year depending upon the severity of the inappropriate behavior.

**NOTE:** Additional Administrative Action may be taken with each level of conduct report issued. ("A", "B", "C")



## The policy of the Transportation Department with regard to a serious violation says:

"When a 'C' Conduct Report is issued, the Transportation Department will inform the Parent/Guardian of the suspension from riding the school bus and instruct the Parent/Guardian to contact the school to arrange for a conference."

"If the suspension occurs on the way to school, the student will be transported to the home stop at the end of the regular school day only on the day that the 'C' Conduct Report is issued."

"If the suspension occurs on the way home from school, the student will be denied transportation the next morning after Parent/Guardian notification."

In some instances, the Principal in coordination with the Transportation Director will have the final authority in determining when these requirements have been met and the suspension is to end.

### Rules When Using Public Transportation

Stockton Unified School District students are expected to observe the above rules when riding public transportation. Reported misconduct on public transportation to and from school, or from school-related activities, will be grounds for a student being suspended from school and possible Revocation of District Funded Bus Pass.

## THESE AND OTHER PENAL CODES ARE ENFORCED ON RTD VEHICLES:

- **EVASION OF FARES OR MISUSE OF TRANSFER:** Evasion of payment of any fare of the system is a violation. This includes failure to show I.D. for reduced fare when requested and using outdated passes and transfers. Misuse of any transfer, pass, ticket, or token with the intent to evade the payment of any fare is a violation. (Penal Code 640(b)(1)(2))
- **SMOKING, EATING, DRINKING ON THE BUS:** Use of tobacco, eating or drinking on the bus is a violation. (Penal Code 640(b)(4))
- **WILLFULLY DISTURBING OTHERS/SWEARING:** Excessively loud conversation (including cellular phones), swearing or disturbing others is a violation. (Penal Code 640.5)
- **GRAFFITI:** Defacing or marking with graffiti or inscribed marks to the interior or exterior of an RTD bus or sign is a violation. (Penal Code 640.5)
- **PLAYING SOUND EQUIPMENT ON THE BUS:** Playing sound equipment audibly is a violation. (Penal Code 640(b)(3))

## THESE AND OTHER PUBLIC UTILITY CODES ARE ENFORCED ON RTD VEHICLES:

- **INTERFERING WITH THE OPERATOR OR OPERATION OF A TRANSIT VEHICLE:** Or impeding the safe boarding/alighting of passengers is a violation. (Public Utility Code 99170(a)(2))
- **EXTENDING ANY PORTION OF THE BODY THROUGH ANY WINDOW OPENING:** Of a transit vehicle in a manner that may cause harm or injury is a violation. (Public Utility Code 99170(a)(3))

- **VIOLATING NOTICE, DIRECTION, OR SIGN:** That is intended to provide for the safety and security of transit passengers or the safe secure operation of the transit system in a violation. (Public Utility Code 99170(a)(6))
- **THROWING ANY OBJECT FROM A TRANSIT VEHICLE:** Is a violation. (Public Utility Code 99170(a)(4))

**The expired pass must be turned in before receiving the new pass.**

**Students who lose their RTD passes are responsible for its replacement and will not receive an additional pass until the start of a new 31 day period.**

## ABSENCES AND EXCUSES

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parent/guardians of children aged six to eighteen are required to send their children to school unless otherwise provided by law. (Education Code 48200) The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

**A student's absence shall be excused for the following reasons:**

1. Personal illness. (Education Code 48205)
2. Quarantine under the direction of a county or city health officer. (Education Code 48205)
3. Medical, dental, optometric, or chiropractic appointments. (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205) Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law. (Education Code 48205)
6. The illness of or medical appointment during school hours of a child to whom the student is the custodial parent. (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference or interview
  - f. Attendance at an educational conference offered by a non-profit organization on the legislative or judicial process
  - g. Services as a member of a precinct board for an

election pursuant to Elections Code 12302

- h. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
- i. Participation in religious instruction or exercised in accordance with District policy:
  - In such instances, student shall attend at least a minimum school day. (Education Code 46014)
  - The student shall be excused for this purpose for no more than four days per school month. (Education Code 46014)

### **Truant Pupils Education Code 48260**

Any pupil subject to compulsory full-time education who is absent from school without a valid excuse three full days or the equivalent number of periods in a school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the Child Welfare and Attendance Administrator.

### **Parent Notification Education Code 48260.5**

Upon a pupil's initial classification as a truant, the District shall notify the pupil's parent or guardian by U.S. Mail or other reasonable means. Parents/guardians are requested to contact the school to discuss reasons for unexcused absences.

**Within five days of a student returning to school after an absence, the parent/guardian shall provide an explanation to the school for the absence. Absences not cleared by the parent/guardian in this time frame will be considered unexcused and will contribute to the designation of a truant.**

### **Habitual Truant Education Code 48262**

Any pupil is deemed an habitual truant who has been reported as truant three or more times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate District officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of the reporting required by Education Code Sections 48260 and 48261. The Human Services Agency (if applicable) and law enforcement will be notified that the student is not attending school regularly.

### **Chronic Absentee Education Code 48263.6**

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school for any reason, including illness, for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic absentee.

### **School Attendance Review Board Referral Education Code 48263**

If any minor pupil in any district of a county is a habitual truant, or is irregular in attendance at school or is habitually

insubordinate or disorderly during attendance at school, the pupil may be referred to the Truancy Review Board and/or School Attendance Review Board (SARB).

### **Arrest of Truant Pupils Education Code 48264**

The attendance supervisor or his designee, a peace officer, a school administrator or his or her designee, or a probation officer may arrest or assume temporary custody, during school hours of any minor subject to compulsory full-time education or to compulsory continuation education found away from his home and who is absent from school without a valid excuse within the county, city, or school district.

### **Transfers from Stockton Unified School District**

When moving from the District, parents/guardians are required to provide contact information for the new address and the name and city of the new school children will attend. Parents/guardians are to go to the school and complete transfer papers so that accurate school records follow the child. Failure to follow transfer procedures may result in absence from school being considered unexcused and the student designated as a habitual truant.

### **Closed Campus**

In order to keep our students in a supervised, safe, and orderly environment, the Governing Board establishes a "closed campus" for all students in grades 9-10 at all district high schools. Once freshman and sophomore students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parent/guardian and received permission from school authorities to leave for a specific purpose. Students in grades 9-10 who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

Generally, individual high schools may develop their own policies with regard to leaving campus during lunch. Please review materials specific to your high school. Eleventh and twelfth grade students attending a school with an open campus for lunch may leave campus during the lunch period provided that they have met all of their high school's criteria for doing so.

The Education Code further states: "Neither the school district nor any officer or employee thereof shall be liable for the conduct or the safety of any pupil during such time as the pupil has left the school grounds pursuant to this section."

## **IV. PROCEDURES FOR DEALING WITH VIOLATIONS AND RIGHT OF APPEAL**

### **A. No Student May Be Punished For Alleged Misconduct Without Due Process.**

#### **1. Students are Entitled to:**

- a. Oral or written notice of the charges.
- b. An explanation of the evidence.
- c. An opportunity to present his/her side of the story.

#### **2. Suspension and Due Process Requirements. Education Code 48903, 48911**

##### a. Definition:

- A suspension is a temporary removal from school for violation of school rules.
- A student may not be suspended for more than five days at a time.
- A student may not be suspended for more than twenty days per school year from any one school. The District will transfer the student to an alternative education setting at 20 days of suspension.
- In cases where a recommendation for expulsion has been made, the suspension may be extended by the Superintendent's designee until the expulsion hearing is held.
- Reinstatement of the suspended pupil shall not be contingent upon the attendance by the pupil's parent or guardian at such conference.

##### b. Student's Right to a Hearing

The principal or designee shall meet with the student for the purpose of:

- (1) presenting oral or written notice of the charges;
- (2) giving an explanation of the evidence; and
- (3) giving the student an opportunity to present his or her side of the story.

If it is determined that the student is responsible for a violation of school rules, the student may be suspended for no more than five consecutive school days.

##### c. Parent Conference

At the beginning of a suspension, the parent or guardian of the student being suspended should be notified in writing of the following:

- (1) A statement of the facts leading to the decision to suspend.
- (2) The date and time when the student will be allowed to return to school.
- (3) A statement of the parent's or student's right to have access to the student's records.
- (4) A request that the parent (guardian) attend a conference to discuss the student's behavior.

The parent (guardian) is required by law to respond without delay any request from school officials to attend a conference regarding his or her child's

behavior.

#### d. Parent's Right to Appeal

The student and his or her parents (or guardians) have the right to request a meeting with the principal if an appeal of this action is desired. They may appeal to the appropriate Educational Services Director within 3 weeks of the date of suspension when a suspension is issued by the principal or in any other instance in which a review of the District's action is desired.

### **3. Expulsion and Due Process Requirements. Education Code 48918**

a. Definition: An expulsion is the long-term removal of a student from attendance at any school in the district by the Board of Education.

#### b. Student's Right to a Hearing:

- (1) A hearing panel shall be convened to determine whether a student should be expelled. The hearing shall take place within thirty (30) school days of the date the principal determines the student has committed an act deserving suspension and expulsion. The student can postpone the hearing one time for up to 30 days.
- (2) At least 10 days before the hearing, parents (or guardians) must be given written notice through U.S. Mail that an expulsion hearing has been scheduled.
- (3) The student and his/her parents/guardians (or legal representative) have the right to call witnesses, question school officials, subpoena witnesses, and present information on behalf of the student.
- (4) If the parent wishes to use legal counsel or issue subpoenas to witnesses, Student Support Services must be notified within seven (7) days of the hearing date.
- (5) Recommendations of the Hearing Panel are forwarded to the Governing Board for final action.

#### c. Student's Right to an Appeal

- (1) If the Board of Education decides to expel the student, the student or student's parent or guardian may appeal the decision to the Board of Education. If the appeal is not upheld by the Board of Education, the parent may appeal the decision of the District Board of Education to the San Joaquin County Board of Education within 30 days.
- (2) Parents/guardians wishing to appeal continuation school or class placement may contact the Director of Student Support Services.



## **V. CITIZENSHIP**

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It is one of the school's duties to assist parents/guardians in helping students develop appropriate attitudes and behavior. This duty means preparing students for adult citizenship as well as preparing them for jobs and higher education. For this reason, it is as important for the school to teach and evaluate citizenship as it is to teach and evaluate academic work. Students are expected to demonstrate 21st Century Habits of Success using the four "Cs": creativity, collaboration, communication and critical thinking. Progress reports in mastery of these areas will be given to parents on the quarterly report card for students in grades TK-8.

# STOCKTON UNIFIED SCHOOL DISTRICT

701 North Madison Street • Stockton, CA 95202

(209) 933-7070

August 1, 2021

## LEGAL REQUIREMENTS AND YOUR RIGHTS IN REGARD TO STUDENT RECORDS, STUDENT HEALTH, AND RELATED MATTERS

### Dear Parent/Guardian:

In compliance with the law, it is my responsibility to inform you of state laws, district policies and rules, and the specific rights you and your child enjoy. The Board of Education wishes to protect students and parents against intrusion of privacy and the misuse of student records. Therefore, the Board has identified the following material as directory information (Education Code 49061(c), 49073, BP 5125.1):


(1) Student's name, addresses, electronic mail address and telephone number	(5) Weight and height of members of athletic teams
(2) Date of birth	(6) Dates of attendance in the District
(3) Major field of study	(7) Degrees and awards received
(4) Participation in officially recognized activities and sport	(8) Most recent/previous school attended

Unless you notify the school principal or the Director of Student Support Services in writing within ten (10) days after the first day of the school year or ten (10) days after enrollment that such information may not be disclosed and that you do not want this information released, this information will be provided to employers, prospective employers including military services representatives, representatives of news media, and nonprofit organizations as provided by law.

The names, addresses and grade point average of pupils enrolled in grade 12 or who have terminated enrollment prior to graduation will be provided to the California Student Aid Commission for determining pupil eligibility to receive Cal Grant financial aid awards. Students who are eligible for scholarships will be asked to complete a scholarship application that will be shared with scholarship committee and donors. College admission and financial aid require verification of graduation. The names and addresses of pupils enrolled in grade 12 or who have terminated enrollment prior to graduation may also be provided to a college or private school for purposes directly related to their academic or professional goals.

The parents and legal guardians of students have a right to review student records maintained by the District. The school principal or Director of Student Support Services can explain how you may gain access to your child's records, as well as the procedures for challenging material you believe is inaccurate or misleading.

The school district is required by law to maintain some of the student information forever (for example, transcripts, birth dates, and records of immunizations). Other materials, which are useful, only while your child is in school are destroyed according to state law.

  
**John Ramirez Jr., Superintendent**

## NOTIFICATION OF RIGHTS AND RESPONSIBILITIES

These items are a summary of the rights and responsibilities, which apply to you and your child. It is important that you review them. If you have any questions, you may call the school principal or the person/department listed in each area.

### (1) Continuing Medication (Education Code 49480)

State law requires that the parent or guardian notify the school when his/her child is taking medication on a regular basis for such reasons as asthma, allergies, hyperactivity, diabetes, epilepsy, etc. The school will need a medication order with the current dosage and the name of your health provider. We also need your written permission so the school nurse can contact his/her physician about the possible effects of the medication. This information will help school personnel to better assist your child. This must be renewed every year or more frequently if there are changes. Please contact the school for the necessary forms. Forms are also available on the Health Services web-page.

### (2) Administration of Medication (Education Code 49423-49423.1, 49414, 48980)

If your child requires medication during school hours, the parent, foster parent or legal guardian must provide: (1) a written statement from your physician or surgeon which states the name of the medication, the amount of medication, the method, and specific time schedule for administration; (2) a written statement from you requesting this assistance; (3) medication must be in the original container from the pharmacy; (4) Consent of the school nurse or other duly qualified supervision of health to communicate with the authorized health care provider and/or pharmacist with regards to the health care providers statement for administration of

medication at school. Please contact the school, your School Nurse, or the Health Services web-page for the necessary forms.

Any pupil who is required to take medication prescribed by a physician may be assisted by a school nurse or other designated trained school personnel. This accommodation is provided only when the schedule of medication would otherwise require the pupil to remain home, when medication is needed for emergency situations, or for specific health reasons. The school is not legally obligated to provide this service and cannot be held responsible for missed or refused doses or any other problems which might arise out of these arrangements.

In order for your pupil to self-administer prescription inhaled asthma medication or auto-injectable epinephrine, the parent, foster parent, or legal guardian must provide: (1) a written statement from a physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirmation by the School Nurse that the pupil is able to self-administer inhaled asthma medication or auto-injectable epinephrine; and, (2) a written statement from you providing a release for the school nurse or other designated personnel to consult with the health care provider regarding the administration of the medication and releasing Stockton Unified School District from any liability if the self-administering pupil suffers an adverse reaction as a result of self-administering his/her medication.

You and your health provider must update the written notices described above annually, and immediately if there is a change in the medication, dosage, frequency of administration, or if the reason for administration changes.

Your child may be subjected to discipline if he/she uses inhaled asthma medication or auto-injectable epinephrine or other medical diabetic supplies in a manner other than as prescribed.

**(3) Health Screenings (Education Code 49452, 49452.5, 49454, 49455, 49456)**

As required by law, every student shall receive vision appraisal upon initial enrollment in elementary school at kindergarten, second, fifth and eighth grades. A waiver for vision appraisal requires written notification from parents for vision screening due to religious beliefs or previous assessment by private physician or optometrist. Hearing screening is required in kindergarten or first grade and in second, fifth, eighth, tenth grade and upon first school entry. Parents may exempt their child from vision and hearing screening by filing an annual written statement to the Health Services Department at 975 North D Street, Stockton, CA 95206. The governing board of a school district may provide scoliosis screening for every female student in grade seven and every male student in grade eight. Currently state mandated scoliosis screening has been suspended; parents may elect to have their child screened for scoliosis by notifying the school nurse in writing.

**(4) Exemption from Physical Examination (Education Code 49451, 48213, Health and Safety Code 120230 20 USC 1232h)**

No physical examination will be conducted if a parent or guardian has filed a statement refusing consent. Health

Services (209) 933-7060 must be notified at the beginning of each school year in writing. The child will be exempt from any physical examination or screening, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child will be sent home and shall not be permitted to return until the school receives written permission of a health office and are satisfied that any contagious or infectious disease does not exist.

**(5) Child Health and Disability Prevention Program (Education Code 48980, BP 5141.3, Health and Safety Code 120475, 124085, 124100, 124105)**

The governing board shall make the rules for the examination of pupils in public schools and shall notify all parents or guardians of the health-screening requirement for school entry. Parents of transitional kindergarten, kindergarten or first grade children must present evidence on a state approved form of a physical examination prior to school entry, unless the parent signs a waiver stating that the examination is not desired. The Child Health and Disability Program has expanded to include children between birth and those within 90 days after entrance into first grade for those eligible for the California Medical Assistance Program. Low-income children are eligible for a free health screening for up to 18 months prior to entry into first grade through the Child Health Disability Prevention Program. Any student in kindergarten or first grade who does not have written verification of a health examination or a signed waiver on file may be excluded from school for up to five days.

Under the Local Education Agency (LEA) Billing Options Program for covered health related services in a child's IEP/504/Health Care Plan, your student's public insurance program may be accessed and provided to a school district's LEA Billing Agency to cover health related services. These services may or may not be related to your child's IEP/504/Health Care Plan services. These services will not impact your child's Medi-Cal coverage. Services will be covered at no cost to the parent. Parents and Guardians may withdraw consent for the LEA Billing Options Program at any time by notifying Health Service Department in writing at 975 North D Street, Stockton Ca. 95206.

***Oral Health Assessment (Education Code 49452.8)***

Any child entering Transitional Kindergarten or Kindergarten must present proof of having received an oral health assessment within the past 12 months by a licensed dentist or licensed or registered dental health professional, unless the parent signs a waiver stating the examination is not desired. Contact your private dentist for the oral health assessment.

**(6) Cooperation in Control of Communicable Diseases and Immunization of Pupils (Education Code 49451, 48216, 49403, Health and Safety Code 120365-120380)**

The District cooperates with San Joaquin County Public Health Services to identify measures necessary for prevention and control of communicable diseases and may administer immunizations for students whose parents request such services. No child shall be admitted to any district school without presenting evidence that the child has been fully immunized for communicable diseases. The District is required



to exclude students who have not been properly immunized pursuant to the Health and Safety Code. The district must notify parents that they have 10 days to supply evidence either that the student has been properly immunized or is medically exempted from the requirement. Effective January 2016 there will be no exemptions from immunizations due to a Personal Belief (SB277). Effective January 2021, Medical exemptions can only be issued through the California Immunization Registry-Medical Exemption website (CAIR-ME) by physicians licensed in California. School and childcare facilities may only accept new medical exemptions that are issued using CAIR-ME. A medical exemption includes the specific nature of the physical condition or medical circumstance of the child for which a licensed physician does not recommend immunization, specific vaccine exempted, whether exemption is permanent or temporary and if temporary, the expiration date shall not be no more than 12 calendar months from date of signing. A medical exemption filed prior remains valid until the child enrolls in the next grade span (TK/K-6th, 7th-12th grade), the expiration date specified in a temporary medical exemption, and/or until revocation on an exemption because the issuing physician has been subject to disciplinary action from the physician's licensing entity.

#### ***Immunization Record Sharing (Health & Safety Code 120440)***

The school may provide information about your child's immunizations to San Joaquin County Public Health Services for inclusion in the Healthy Futures Immunization Registry. The information will be used only to help give your child immunizations or to let you know when immunizations are due. The information can be shared with schools, child care facilities, family child care homes, WIC facilities, doctors, clinics or hospitals to whom you go for medical care and who ask for it, and health care plans. The following information may be released: the name of the student and the student's parent/guardian; types and dates of immunizations received by the student; manufacturer and lot number of the immunization received; adverse reaction to the immunization; other non-medical information necessary to establish the student's unique identity and record; current address and telephone number of the student and his/her parent/guardian; the student's gender; and the student's place of birth. You have the right to (1) refuse to have your child's immunizations included in the registry and/or (2) refuse to get reminders when immunizations are due. If you wish to refuse either of these services, please notify your child's health care provider and/or Stockton Unified School District Health Services Department in writing. You also have the right (1) to check the immunization information and report any errors, and (2) to obtain the names and addresses of anyone with whom information has been shared. For more information regarding the Healthy Futures registry, call (209) 468-2292.

***Health Services may, with parent permission and under a memorandum of understanding from the San Joaquin County Public Health Department, offer SUSD student's certain immunizations, including but not limited to Flu and TDAP.***

Beginning January 1, 2021, all medical exemptions will be submitted electronically directly into the California Immunization Registry (CAIR) utilizing a standard form initiated by the parent. A physician may also assist the parent

with submitting the electronic medical exemption.

#### **(7) Availability of Insurance (Education Code 49472, 48980)**

The Governing Board believes that all students should have health and accident insurance protection to ensure that they receive needed health care services in the event of illness or injury. The Superintendent or designee shall provide information to students and their parents/guardians about available insurance against injuries occurring during school-related activities, which may include printed matter furnished by the insurer or the school district. Parents/guardians shall not be required to enroll their children in insurance programs offered by the district. The SUSD Risk Management Department will provide additional information if necessary. (209) 933-7110

#### **(8) Confidential Medical Services (Education Code 46010.1)**

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

#### **(9) Sexual Health and HIV/AIDS Instruction (Education Code 48980, 51938)**

Parent notification about instruction in comprehensive sexual health education and HIV/AIDS prevention education shall be provided 14 days prior to instruction. Written and audiovisual educational materials will be available for inspection. Parents/guardians may request in writing that their child not receive comprehensive sexual health or HIV/AIDS prevention education. Your child will be expected to attend these classes unless a written excuse is on file. Written requests to have your child excused must be renewed each year. If you have any questions about this area of instruction, please contact the school principal. Parents may request a copy of Education Code Sections 51930-51939.

#### **(10) General Health Instruction (Education Code 51932, cf. 6142, 6142.93-6143)**

Other district courses that may include subject matter related to that which is presented in either HIV/AIDS prevention or comprehensive sexual health instruction, shall not be subject to the requirements of Education Code 51930-51939 pertaining to instructional content, teacher training, and parental notification and consent, if such courses contain: 1) Solely a description or illustration of human reproductive organs that may appear in a textbook adopted pursuant to law on physiology, biology, zoology, general science, personal hygiene, or health. 2) Instruction or materials that discuss gender, sexual orientation, or family life and do not discuss human reproductive organs and their functions. General Health Instruction also includes suicide awareness and prevention lessons that will be presented to all students in grades 7 and 10.

#### **(11) Absence from School for Personal Reasons (Education Code 48205)**

Although students may be excused from school for justifiable personal reasons such as court appearances, employment conferences, religious holidays, or ceremonies, attendance at a funeral, to serve on a precinct board, or to spend time with an immediate family member who is an active duty member of the armed forces and is being deployed to or returning

from deployment to a combat zone or combat support position, a written request must be submitted by the parent or guardian and approved by the school principal prior to such absence. Attendance at religious retreats shall not exceed four hours per semester. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit therefore.

**(12) Release for Religious Instruction (Education Code 46014)**

After having attended a minimum day, students may be excused from school to participate in religious exercises and/or to receive religious instruction away from their school. However, there are a number of specific requirements, including a written request from the parent or guardian. Please contact your school principal for additional information. No pupil shall be excused from school for such purpose on more than four days per school month.

**(13) School Discipline Rules and Procedures (Education Code 35291-35291.5)**

The Board of Education, in accordance with state laws, has adopted a policy which governs school discipline. A District Student Conduct Code will be distributed to each student and will be available online at the district's website at [www.stocktonusd.net](http://www.stocktonusd.net).

**(14) Sexual Harassment (Education Code 231.5; Board Policy 5145.7)**

The Governing Board is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school sponsored or school-related activities. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Any student who engages in the sexual harassment of anyone may be subject to disciplinary action up to and including expulsion. (Expulsion does not apply to students in grades K-3). Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-related activity shall immediately contact his/her teacher or any other employee or Compliance Services (209-933-7100).

**(15) Annual Notification of the Uniform Complaint Procedures (UCP) 2018-2019 (5 CCR Section 4622; Administrative Regulation 1312.3)**

The Stockton Unified School District (SUSD) annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The SUSD is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in: Adult Education; After School Education and Safety; Agricultural Vocational Education; American Indian Education Centers and Early Childhood Education Program Assessments; Bilingual Education;

California Peer Assistance and Review Programs for Teachers; Career Technical and Technical Education, Career Technical, Technical Training, Career Technical Education; Child Care and Development; Child Nutrition; Compensatory Education; Consolidated Categorical Aid; Course Periods without Educational Content (for grades nine through twelve); Economic Impact Aid; Education of Pupils in Foster Care and Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district; English Learner Programs; Every Student Succeeds Act/No Child Left Behind (titles I-VII); Local Control Accountability Plans (LCAP); Migrant Education; Physical Education Instructional Minutes (for grades one through six); Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Safety Plans; Special Education; State Preschool; and, Tobacco-Use Prevention Education.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an education activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

**Enrique Torres**

**Director of Constituent Services**

**701 North Madison Street**

**Stockton, CA 95202-1687**

**(209) 933-7000 Ext. 2195**

**email: [eptorres@stocktonusd.net](mailto:eptorres@stocktonusd.net)**

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant.

The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge and is also on our website: [www.stocktonusd.net](http://www.stocktonusd.net)

**(16) Nondiscrimination on the Basis of Sex, Religion, Race or Physical Disability (Federal Regulations, Title IX and Section 504 of the Rehabilitation Act of 1973, and Board Policy 5145.3)**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Concerns should be addressed to the school principal, a staff member of your choice, or Student Support Services (Title IX & Sec. 504 Coordinator, 1144 East Channel Street, Stockton, CA 95205, Phone (209) 933-7130.)

**(17) Use of Tobacco Products (Education Code 48901)**

The District prohibits the use of tobacco or any product containing tobacco or nicotine or imitation tobacco products (including but not limited to e-cigarettes, hookah pens, and vaping devices) at all times while on District property and in District vehicles. This applies to all employees, students, visitors and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the District.

**(18) Withholding of Pupil Information (Education Code 48904, 48904.3)**

A school district whose property has been damaged or not returned by a pupil may withhold the grades, diploma and transcripts of the pupil. If the pupil transfers, the new school district may also withhold the pupil's grades, diploma or transcripts until the account is settled.

**(19) Harmful or Destructive Use of Animals (Education Code 32255 – 32255.6)**

Parent(s)/or guardian shall substantiate by a note to the teachers a pupil's moral objection (Education Code 32255 - 32255.6) to dissecting or otherwise harming or destroying animals. If the teacher believes that an adequate alternative project is possible then the teacher may work with the pupil to develop the project.

**(20) Special Education and Services (Education Code 56026, 56300 - 56303)**

The Stockton Unified School District/Special Education Local Plan Area (SUSD/SELPA) actively and systematically seeks out all individuals with exceptional needs from birth through 21 years of age, including infants and children not enrolled in public school programs who reside within the jurisdiction of the SUSD/SELPA, and/or attend a private school within the jurisdiction of the SUSD/SELPA.

Education Code 56303 states that a pupil shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized.

The most common method of referral within the SUSD/SELPA is through the individual school site's Student Success Team (SST). The SST considers and recommends regular (general) education program accommodations, modifications, and interventions needed for the student. The school staff implements the SST recommendations and documents the general education accommodations, modifications, and interventions for a specified period of time. Then, the SST (along with the parent) may meet again to determine the success of the SST plan; if and when the general education resources, accommodations and interventions have been exhausted and referral for special education appears warranted, the SST team may decide to recommend a referral for evaluation to determine if a student is eligible for special education services and supports.

According to California Education Code 56026, a student becomes eligible to receive special education and related services if the following criteria have been satisfied: (1) She/he is identified by an Individualized Education Program (IEP) team, as a "child with a disability" per the guidelines described in Title 20 of the United States Code 1401(3)(A); (2) The child's impairment requires instruction, services, or both, which cannot be provided with modification of the regular school program; (3) The student's eligibility for special education and related services occurred prior to his/her 18th birthday. A student shall not be considered an individual with exceptional needs if his/her educational needs are due primarily to limited English proficiency, a lack of instruction in reading or mathematics, temporary physical disabilities, social maladjustment, or environmental, cultural, or economic factors.

The parent/guardian must give their informed written consent prior to the initial formal assessment when special education and related services are being considered. Parental participation in the Individualized Education Program (IEP) team meeting is required by law. If the IEP team determines that the student is eligible for special education and related services, commencement of special education and related services may not proceed without parental written consent.



Under the most recent Federal and State Regulations, a parent may revoke all of their child's special education and related services upon submission of a written request to the Special Education Department.

Parents/guardians of a student referred for possible identification as an individual with exceptional needs, and parents/guardians of a student identified as an individual with exceptional needs, have certain educational rights, sometimes called procedural safeguards. Procedural safeguards provide the foundation for ensuring access to a free and appropriate public education, facilitate communication between parents and schools, detail the due process procedures for filing a complaint, and outline discipline provisions. In California, parents/guardians receive a written copy of these procedural safeguards at least annually the first time parents file any type of complaint and upon request (Education Code 56500.1). If you are interested in obtaining a copy of the Stockton Unified School District's Parental Rights and Procedural Safeguards for Special Education, you may call Stockton Unified School District Special Education Office at (209) 933-7120 or send a request to the Executive Director of Special Education, 1800 S. Sutter, Stockton, CA 95206.

#### **(21) Notice of Alternative Schools (Small and Career Technical High Schools) Education Code 58500-58512)**

California State law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code 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.

#### **(22) Temporary Disabilities - Residency Requirements and**

#### **Parent Notification (Education Code 48206.3, 48207, 48208)**

School Districts are required to provide home instruction to pupils who are either temporarily disabled in a hospital within any district's boundaries or who must remain at home within their own district due to a temporary disability. It is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the appropriate school district.

#### **(23) Student Records, Information and Privacy (Education Code 49063 et seq., 49069, 49078)**

The District maintains a variety of records for each student in the District. You, as a parent or legal guardian, have a right to review these records and to question any statement you consider inaccurate or misleading. A pupil 16 years of age or older or having completed the 10th grade can request access to his/her records. Please see the school principal for information about these procedures. Student files are established in an effort to meet the needs of each child. The information usually collected includes: (a) birth information, enrollment and scholastic records; (b) test scores, courses taken, and disciplinary action; (c) attendance records; (d) health and immunization records; (e) other records required of special programs; and (f) teacher observations and recommendations with regard to educational progress. Records are saved or destroyed in accordance with the law.

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

- a. The right to inspect and review the student's education records within 5 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- b. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the District to amend/expunge a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend/expunge the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational

interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Attendance Review Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll and to military recruiters.

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, at 400 Maryland Avenue, SW, Washington D.C. 20202-5920.

#### **(24) Extra-Curricular and Co-Curricular Activities**

To encourage and promote academic excellence, a pupil in grades 9 through 12, inclusive, shall maintain at least a 2.0 grade point average to be eligible to participate in extra-curricular and co-curricular activities. The high school pupil must maintain minimum progress by earning a minimum of 30 credits (Edison, Franklin, Stagg and Chavez) during the previous academic school year or the previous two semesters and meet CIF requirements. All incoming 9th graders are automatically eligible to participate in extra-curricular and co-curricular activities with the use of the one-time freshmen probation available to those incoming 9th graders who do not have an incoming 2.0 grade point average. Additional information is available from the School Principal or Athletic Director. Students in grades 7-8 must maintain standards-based grades at the basic level or higher.

#### **(25) School Lunch Program (Education Code 49510, 49520)**

A school lunch program has been established to ensure that students who receive public assistance have the opportunity to obtain school meals (breakfast/lunch) at free or reduced price.

In order to encourage the development of a sense of fiscal responsibility among the pupils participating in the school meal program, a nominal cash payment for school meals provided under this article may be required of all pupils except those eligible for free meals. Such payments shall be related to the income of the pupil's family.

The Child Nutrition Department will provide additional information (209- 933-7015)

#### **(26) High School Students Leaving School Grounds (Education Code 44808.5)**

Consistent with state law, the following notice is provided. "The governing board of the Stockton Unified School District,

pursuant to the Education Code, has decided not to permit pupils enrolled in grades nine and ten to leave the school grounds during lunch period." Eleventh and twelfth grade students may leave campus during the lunch period provided that they have met all of the following criteria:

- Have achieved eleventh or twelfth grade level status
- (110 credits for Juniors, 165 credits for Seniors)
- Have maintained good citizenship status
- (no suspensions during the current semester)
- Have maintained positive attendance with no unexcused absences
- Have parent/guardian permission slips on file authorizing their youngster to leave campus during the lunch period and have obtained a valid off-campus lunch pass.

Eleventh and twelfth grade students will need to meet the aforementioned criteria. Written parent permission will be required for eleventh and twelfth grade students who meet the criteria to request an off-campus lunch pass. The Education Code further states: "Neither the school district nor any officer or employee thereof, shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section."

#### **(27) District Residency (Education Code 48204)**

The Governing Board shall admit only those students who provide proof of district residency. Such proof shall be required prior to enrollment and annually thereafter. A student residing within the District may establish residency by documenting that he/she lives with a parent/guardian within the District, that he/she is an emancipated minor living in the District, or that he/she is in the court-appointed care of a licensed foster home, family home, or licensed children's institution within the District, or who lives in the home of a care-giving adult that is located within the boundaries of our District. Students shall also qualify as district residents if placed by the parent/guardian into a home located within the District, provided the home is properly licensed or is the home of a relative as defined by the California Code of Regulations, Title 22. Students who meet the parameters established by the McKinney-Vento Homeless Assistance Act for homelessness or as unaccompanied youth may attend their school of origin as long as they meet the criteria in the McKinney-Vento Act or they may choose to attend any public school that students living in the same attendance area are eligible to attend.

A student not residing within the District shall be deemed a District resident if an inter-district attendance agreement is in effect or if the student is confined to a district area hospital or residential care facility for treatment of a temporary disability. District residency is not required for enrollment in ROC or ROP.

District residency may also be granted to a student not residing in the District if the student's parent/guardian works within the District boundaries. Proof of such employment will be required prior to enrollment and verified each year the student is to be enrolled in the district. Admission to a particular school shall be limited to space available.

#### **(28) Programmatic Options (Education Code 48980)**

The District provides a variety of program options available to

students in addition to the regular K-12 educational program. These options include the Specialty Schools and Programs – grades K-12 (209-933-7040 Ext. 6410); Pre-School Program (209-933-7380); Nightingale Charter School, grades PK-8 (209-933-7260); Pittman Charter School, grades PK-8 (209-933-7496).

Secondary Charter Schools Options: Health Careers Academy (HCA) – grades 9-12 (209-933-7360); Pacific Law Academy (PLA) – grades 9-12 (209-933-7475); Stockton Unified Early College Academy (SECA) – grades 9-12 (209-933-7370).

Secondary Specialized Schools Options: Edward C. Merlo Institute of Environmental Technology – grades 9-12 (209-933-7190); Jane Frederick High School – grades 9-12 (209-933-7340); Weber Institute of Applied Science & Technology – grades 9-12 (209-933-7330); Stockton High School – grades 9-12 (209-933-7365); School for Adults (209-933-7455).

#### (29) Intra-district Open Enrollment, Board Policy 5116

Online open enrollment for intra-district transfer requests for grades 9-12 will open at the beginning of February and close at the end of February for the subsequent school year. Applications will be approved based on enrollment numbers at the requested school and approval by the Director of Admissions and Family Services. An unbiased selection process will be used for the admission of pupils from outside a school's attendance area.

Online open enrollment for intra-district transfer requests for grades K-8 will open at the beginning of March and close at the end of March. Applications will be approved based on enrollment numbers at the requested school and approval by the Director of Admissions and Family Services. An unbiased selection process will be used for the admission of pupils from outside a school's attendance area.

Hardship requests for grades K-12 schools must be submitted to the Department of Admissions and Family Services. Approval will be based availability of space at requested school and hardship.

Unsafe School Choice student intra-district transfer requests are initiated with the school site and reviewed for transfer by the Director of Admissions and Family Services.

Intra-district transfer practice for special education students will continue with the involvement of Special Education staff pursuant to the policy.

In the event a K-8 application is denied, an appeal process is available only to those applications based on homelessness or special education status. Appeals related to high schools (9-12) may be appealed through the Assistant Superintendent of Student Services, 701 N. Madison Street.

#### **(30) Inter-district Transfers (Outside Stockton Unified School District), Board Policy 5116**

Parents who wish to enroll their child in another school district may apply for an inter-district transfer permit. The deadline is April 1st. Applications are available at the Centralized Enrollment Office, 1800 S. Sutter Street, 95202, or on the District website. Denials of inter-district transfer requests may be appealed through the San Joaquin County Office of Education, (209) 468-9215.

#### **(31) Career Counseling**

During the school year, career counseling will be provided to students in grades 9-12. This includes the use of the career exploration tool, Xello. If parents wish to participate in the counseling, they should contact the student's counselor or Career Center Guidance Technician and request to be notified of career counseling opportunities.

#### **(32) Advanced Placement Examination Fee (Education Code 52242)**

State funds are not available to cover the costs of the Advanced Placement Examination Fee. A fee reduction is provided by College Board per exam for students with financial needs. Any economically disadvantaged pupil who is enrolled in an Advanced Placement course may apply to the Advanced Placement Coordinator at their school site for these funds.

#### **(33) Student Use of Technology (Administrative Regulation 6163.4, Board Policy 6163.4)**

The Board intends that the internet and other on-line resources provided by the District be used to support the instructional program and further student learning. The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

Because the internet contains an unregulated collection of resources, the District cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the District's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify the District for any damages. The parent/guardian shall agree to not hold the District responsible for materials acquired by the student on the system, for violations of copyright restrictions, user's mistakes or negligence or any costs incurred by users.

#### **(34) Release of Directory Information for Military Recruiters and Grade Point Average for Financial Aid Eligibility (Administrative Regulation 5125.1, Board Policy 5125.1, Education Code Section 69432.9)**

The District is required to provide access to secondary school students' names, addresses and telephone listings when requested by military recruiters. Parents or secondary students may request this information not be released by writing a letter to the school principal requesting this information not be released without their consent.

Grade Point Average for Financial Aid Eligibility - This law mandates that grade point averages (GPAs) be submitted electronically to the California Student Aid Commission (Commission) for all grade 12 pupils at public schools,



including charter schools, each academic year, except for individual pupils who have opted out by January 1 of grade 11. SUSD will electronically upload GPAs for all pupils in grade 12 each year by October 1. Uploading GPAs to the Commission helps to ensure that students who have filled out either a Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADA) can be considered for a Cal Grant or Middle Class Scholarship award. These state grants represent free money to assist students in pursuing higher education.

Students and parents/families, please note that the information submitted electronically will be matched to your student's FAFSA or CADA/Dream Application by matching first and last name, address, and phone number. It is important to check that the information on your FAFSA/CADA was matched by checking your WebGrants account after filing FAFSA/CADA. If the records are not matched, the student will need to take further action to make sure the Commission gets the information needed to qualify for financial aid. Please ensure the name on the student's transcript matches the name on the student's social security card or birth certificate. The student's legal name must be used on all college applications, the FAFSA/CADA, and scholarships so all records are easily matched for your student. Please see your school counselor if you need additional assistance.

### **(35) McKinney-Vento Homeless Policy**

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students.

### **POLICY ON THE EDUCATION OF STUDENTS IN TEMPORARY HOUSING**

Under the federal McKinney-Vento Homeless Assistance Act, as amended by every Student Succeeds Act of 2015 (ESSA) and Education Law Section §3209, as amended in 2017, all districts are obligated to affirmatively identify all students in temporary housing. Therefore, it is the policy of this local educational agency, Stockton Unified School District to determine whether there are students in temporary housing within the LEA by using a housing questionnaire to determine the nighttime residence of all newly enrolled students and all students whose address changes during the school year. Not all students in temporary housing can be identified through social service agencies or shelters, as children may be sharing the housing of other persons, such as family or friends, due to loss of housing, economic hardship, or other similar reason. For this reason, Stockton Unified uses a housing questionnaire that asks for a description of the current living arrangements of the child or youth in order to determine whether the child or youth meets the definition of a homeless child under the McKinney-Vento Homeless Education Assistance Act (42 U.S.C. § 11434A(2)) ("McKinney-Vento") and Education Law § 3209(1)(a).

In addition to using the housing questionnaire, Stockton unified School District will also work with our County agencies to identify students in temporary housing, as well as the local

runaway and homeless youth shelters to ensure all students in temporary housing are properly identified and served.

### **DEFINITION OF HOMELESS CHILD AND UNACCOMPANIED YOUTH**

Pursuant to McKinney-Vento 42 USC § 11434A(2), Education Law § 3209(1) (a) a homeless child is defined as

- (1) a child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child or youth who is:
  - (i) Sharing the housing of other persons due to loss of housing, economic hardship or similar reason (sometimes referred to as "doubled-up");
  - (ii) Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - (iii) Abandoned in hospitals; or (iv) a migratory child as defined in subsection two of section thirteen hundred nine of the Elementary and Secondary Education Act of 1965, as amended by Every Student Succeeds Act of 2015, who qualifies as homeless under any of the provisions of clauses (i) through (iii) of this subparagraph or subparagraph two of this paragraph;
  - (v) An unaccompanied youth, as defined in section seven hundred twenty-five of subtitle B of title VII of the McKinney-Vento Homeless Assistance Act; or
- (2) A child or youth who has a primary nighttime location that is:
  - (i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth established pursuant to article nineteen-H of the executive law; or
  - (ii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar setting.

Unaccompanied youth who meet the McKinney Vento definition of homeless do have the right to enroll in school even without a parent or legal guardian. Not all unaccompanied youth are homeless.

Homeless children and youth will be provided the opportunity to receive a free and appropriate public education and receive comparable services regardless of their residency status.

Stockton Unified provides procedural guidelines to ensure that homeless students are not denied enrollment due to the lack of registration documentation at the time of enrollment.

Every LEA, regardless of whether it receives a McKinney-Vento subgrant, is required to designate a local liaison for homeless children and youth (known as the "McKinney-Vento liaison"). The McKinney-Vento liaison for Stockton Unified School District serves as one of the primary contacts between families experiencing homelessness and school staff, district personnel, shelter workers, and other service providers. The McKinney-Vento liaison coordinates services to ensure that homeless children and youth enroll in school and have the



opportunity to succeed. We have several designated liaisons designated in Stockton Unified. Please contact our Families in Transition Office at (209) 933-7028 for services and/or information.

**(36) Teacher and Paraprofessional Qualification (NCLB Section 1111h (2) (6) (A))**

The Elementary and Secondary Education Act (ESEA) gives the parent or legal guardian the right to request information about the professional qualifications of the child's classroom teacher and any paraprofessional who instructs the child. Upon request, this information will be provided in a timely manner.

**(37) Unsafe School Choice Option (NCLB, Title IX, Part E, Subpart 2, Section 9532)**

The District has implemented a policy that allows a student attending a persistently dangerous school, or who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, to attend a safe public elementary or secondary school within the District. (20 United States Code §7912(a)). Please see the school principal for more information.

**(38) CAASPP Testing (Education Code 60640)**

Each year the State of California requires students in grades 3-8 and 11 to be assessed through the California Assessment of Student Performance and Progress (CAASPP). Parents/guardians may submit a written request to the principal of their student's school if they do not wish to have their student take any or all parts of the CAASPP tests. Written requests from parents/guardians must be honored.

**(39) English Language Proficiency Assessments for California (ELPAC) (Education Code 313)**

Each year the state of California requires that the English Language Proficiency Assessments for California (ELPAC) is administered to all students in grades K-12 whose primary language is other than English. Students who do not initially meet the criteria to be designated as fluent in English are identified as English learners. Once students are identified as an English learner, they are required to take the ELPAC annually until they meet the exit criteria (English proficient). Parents may not exempt their child from the ELPAC.

**(40) Curriculum Prospectus (Education Code 49091.14)**

The curriculum, including titles, description, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available.

**(41) California High School Proficiency Examination (CHSPE) - Certificate of Proficiency (Education Code 48412)**

The principal of each school shall distribute to each student in grades 9-12 an announcement explaining the CHSPE.

**(42) School Accountability Report Card (Education Code 35256)**

The governing board of each school district maintaining an elementary or secondary school shall develop and cause to

be implemented for each school in the school district a School Accountability Report Card. A hard copy will be provided upon request, on or before February 1 of each school year.

**(43) Maximum Alternative Credits to be Earned in One Semester or Summer School (Board Policy AR 6146.11, Administrative Regulation 6146.11)**

A student may not earn more than twenty (20) "alternative credits toward graduation" during any one semester or during summer school programs without prior approval of the high school principal and Educational Services.

A maximum of ten (10) credits can be earned from each licensed or accredited school/institution during the summer grading period.

The student must complete a "Summer School – Petition to Exceed Twenty (20) Credits" form and have it approved prior to the start of summer school. This form must have signatures from the student, parent, counselor, principal and Educational Services before the student begins his/her summer course work.

**(44) Liability Limit of Parent or Guardian for Willful Pupil Misconduct (Education Code Section 48904(a)(1))**

The parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to \$10,000 adjusted annually for inflation.

**(45) Algebra Requirement (Education Code 51224.5)**

The adopted course of study for grade 9 to 12, shall include Algebra as part of the mathematics area of study. Commencing with the 2003-04 school year and each year thereafter, at least one course, or a combination of the two courses in mathematics required to be completed pursuant to subparagraph (B) of paragraph (1) of subdivision (a) of Section 51225.3 by pupils while in grades 9 to 12, inclusive, prior to receiving a diploma of graduation from high school, 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.

Any pupil, prior to enrollment in grade 9, who completes coursework in Algebra that meets or exceeds the rigor of the content standards for Algebra I as adopted by the State Board of Education, is exempt from the above requirement. However, he/she is not exempt from the requirement that a pupil complete two courses in mathematics while enrolled in grades 9-12, as specified in subparagraph (B) of paragraph (1) of subdivision (a) of Section 51225.3.

**(46) Reasonable Searches (Board Policy 5145.12)**

School officials may search any individual students, his/her property, or District property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the District or the

school. Reasonable suspicion shall be based on specific, objective, and articulable facts that the student has engaged in prohibited conduct that is the prerequisite to a search conducted to produce evidence related to the alleged violation. The types of student property that may be searched by school officials based upon reasonable suspicion, include, but are not limited to, the student's property inside a locker or desks, and student purses, backpacks, student vehicles parked on District property, cellular phones, or other electronic communication devices. Searches of electronic devices shall be conducted pursuant to the requirements of the state and federal constitutions and to the California Electronic Communications Privacy Act. (Penal Code 1546.1 et seq.)

Reasonable suspicion searches of student lockers may occur when odors, smoke, fire and/or other threats to student health, welfare, or safety emanate from a locker.

Any reasonable suspicion search of a student, his/her property, or District property under his/her control, shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search of a student shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Employees shall not conduct random, suspicion less pat-down searches of students.

Nothing shall prohibit employees from the search of locations, structures and/or items where a student has no reasonable expectation of privacy such as district buildings, grounds, and vehicles.

Searches of individual students shall be conducted in the presence of at least one District employee.

The District shall notify the parent/guardian of a student subjected to an individualized search as soon after the search as possible.

#### **(47) Parental Consent Requirements for School Climate Surveys and The California Healthy Kids Survey (CHKS) (Education Code 51938(b))**

The district will be administering the CHKS in grades 6, 7, 9, & 11, and School Climate Surveys in grades 4-12. Schools will provide passive parental consent for 7th-12th graders, and active parental consent for 4th-6th graders. Passive consent requires parental notification, opportunity for inspection, and the ability to opt their child out of participation. Active consent requires parental notification, opportunity for inspection, and parents must actively "opt-in" for their child to participate. You can view the content of these surveys here: <https://www.stocktonusd.net/Page/2013>

#### **(48) Notification of Pesticides (Education Code 48980.3 and 17612)**

Each school site shall maintain records of all pesticides used at the school site for a period of four years and shall make this information available to the public upon request. Recipients may register with the school district through the district's Integrated Pest Management Program Coordinator, (209) 933-7110, if they wish to receive notification of individual pesticide applications at the school facility.

#### **(49) Student Identification (Board Policy 5112.5)**

The purpose of the identification card (ID) is to enhance the supervision, safety and security of the student. An ID indicating grade placement shall be distributed to each student free of charge. Each district high school principal or designee shall be responsible for ensuring that an ID card is displayed by each student. The ID card can be used for library privileges, community/vendor discounts, special events, and school activities. In addition, the ID card with Food Service bar coding will qualify the student for lunch credit. Each student is responsible for the replacement of a lost, stolen or misplaced ID card.

#### **(50) Readiness and Emergency Management for Schools (REMS) Plan**

The district works with community partners that include law enforcement, local government, public safety, public health, and mental health to update, revise, and improve the district and school emergency plans.

The school emergency plans were developed in compliance with the California Administrative Code Title V, Education, Section 560.

To review district level plans and procedures, call the Emergency Services Department at (209) 933-7085 Ext. 2469. To review school site plans and procedures, call the principal's office at the school.

#### **(51) Schedule of Minimum Days (Board Policy 6111)**

For each district school, the Governing Board shall adopt a school calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the district's employee organization(s). Each school calendar shall show the beginning and ending school dates, legal and local holidays, staff development days, orientation days, minimum days, vacation periods, and other pertinent dates.

#### **(52) Availability of Dental Fluoride Treatment (Health and Safety Code 104855)**

With parent or guardian consent, students participating in the Big Smiles program may have access to receive the topical application of fluoride, including fluoride varnish, or other decay-inhibiting agents to the teeth during the school year. The consent notice may be returned to either accept the treatment or deny treatment if the treatment was already provided by a dentist or the treatment is not desired.

#### **(53) Collection of Personal Information for Marketing or Sale (Administrative Regulation 5022)**

Personal information for marketing or sale means individually identifiable information, including a student's or parent/guardian's first and last name, home or other physical address (including street name and the name of the city or town),

telephone number, or social security identification number.

A student's parent/guardian shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following:

- Political affiliations or beliefs of the student or his/her parent/guardian
- Mental or psychological problems of the student or his/her family
- Sexual behavior or attitudes or personal beliefs and practices in family life or morality
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of other individuals with whom the student has close family relationships
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
- Religious practices, affiliations, or beliefs of the student or his/her parent/guardian
- Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

#### **(54) Availability of Asbestos Management Plan (Administrative Regulation 3514)**

Staff, students, and parents/guardians shall be informed at least once each school year about any inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities, that are planned or in progress.

Inspections, re-inspections, periodic surveillance, and response actions, including operations and maintenance, shall be conducted in compliance with state and federal regulations for the protection and safety of workers and all other individuals. For more information about the District's asbestos management plan, please contact the Facilities and Planning Division, (209) 933-7045.

#### **(55) Concussion or Head Injury (Education Code 49475)**

School districts that elect to offer athletic programs must require, on a yearly basis, a concussion and head injury information sheet to be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiate practice or competition. This does not apply to an athlete engaged in athletic activity during the regular school day or as part of a physical education course. A school district that elects to offer athletic programs must immediately remove a student from a school-sponsored athletic activity for the remainder of the day for an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider.

#### **(56) Type 2 Diabetes Information for Parents (Education Code 49452.7)**

Pursuant to California Education Code 49452.7, Type 2 Diabetes information must be provided to parents and guardians of incoming seventh grade students. Type 2 Diabetes is the most common form of Diabetes in adults but

due to widespread poor lifestyle habits, it is increasing in younger people. According to the U.S. Centers for Disease Control and Prevention (CDC), one in three children born after 2000 will develop type 2 Diabetes in his or her lifetime.

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

The following risk factors are associated with an increased risk of type 2 Diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 Diabetes in children is excess weight. In the U.S., almost one out of every five children are overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 Diabetes.
- **Puberty.** Young people in puberty are more likely to develop Type 2 Diabetes because of rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

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

Warning signs and symptoms of type 2 Diabetes in children develop slowly, and initially there may be no symptoms.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fat levels

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

Healthy lifestyle choices can help prevent and treat Type 2 Diabetes. Even with family history of diabetes, eating healthy foods in correct amounts and exercising regularly can help.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat Type 2 Diabetes with medication prescribed from your health provider.

A height and weight evaluation will be conducted on all 5th and 7th graders in conjunction with the "Fitness Gram" mandated by the State of California. A parent or guardian may file a statement refusing consent for this evaluation



with the Health Services Department at 975 North D Street, Stockton, CA 95206, (209) 933-7060, at the beginning of the school year. All students found over the 85th percentile will be referred to their doctor. In addition, students at risk for obesity may receive a Diabetic Risk Assessment. A doctor may also request laboratory tests of a child's blood glucose (sugar) to see if the child has diabetes or pre-diabetes. Type 2 Diabetes is a preventable and treatable disease. The guidance provided in this information sheet is intended to raise awareness about this disease.

#### **(57) Administration of Epinephrine Auto-Injectors (Education Code 49414)**

As required by law the school district must provide emergency epinephrine auto-injectors on all K-12 school campuses to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from an anaphylactic (allergic) reaction.

#### **(58) Bullying Prevention (Board Policy 5145.4)**

The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Teaching and demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, parents, students, and volunteers to provide positive examples for student behavior.

Harassment or bullying is conduct that disrupts a student's ability to learn. Bullying behavior includes, but is not limited to, gesture or written, verbal, graphic, physical, or electronic act or other behavior such as name calling, threatening or shunning committed by one or more children against another (target). Acts of bullying may be direct or indirect such as gossip and exclusion. These negative acts are not intentionally provoked by the target. Acts of bullying are intended to harm and repeated over time. Acts of bullying also involve an imbalance of power, real or perceived, between the bully and the target. Studies have shown that students who speak out against bullying by stating, "this is bullying", asking the target to join them, or by leaving to get help were effective at stopping the bullying. School Counselors teach class lessons on bullying prevention in grades K-8 and November is recognized a "SUSD is Bully Free" month in all district schools.

The Board requires school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits acts of harassment or bullying and appropriate services or supports are provided to students who report being victims of bullying. The Board requires all school employees to immediately intervene when they witness bullying and to immediately report incidents of bullying to the administrator or designee for investigation. Conflict and bullying are frequently confused. The administrator will investigate within a reasonable time, determine if the incident was bullying, and plan the response.

- Students are encouraged to show safe and civil behavior and to state "This is bullying and it needs to stop" when they see someone being bullied.

- Students are expected to immediately report incidents of bullying to a caring adult.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal and partner on seeking resolution.
- Schools will respond to bullying by providing skill building and position supports as well as disciplinary action up to and including expulsion. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

#### **(59) Comprehensive School Counseling Programs, Student Assistance Program, High School Health Centers and School Based Services**

The District provides a variety of services to remove barriers to learning and support students in developing academically, socially, and emotionally. These services include certificated School Counselors at all district schools, Student Health/Wellness Centers located at several elementary and high school sites, and partnerships with Community Based Organizations to provide site based services for students and families. These staff and services are available to all students. School Counselors develop, plan, implement, and evaluate a comprehensive school counseling program that includes academic, career, personal, and social development. School Counselors advocate for the high academic achievement and social development of all students; provide school-wide prevention and intervention strategies and counseling services; provide consultation, training, and staff development to teachers and parents regarding students' needs; supervise a district-approved advisory program; and coordinate the Student Assistance Program of multi-tiered system, multi-domained system of supports and interventions. Students may be referred to the Student Assistance Program or Student Health/Wellness Center for services. In accordance with FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act), student information relevant to services may be shared with community partners for referral purposes. Community based services will require parent consent before services can begin.

#### **(60) Mental Health and Behavior Support Services**

The District provides mental and behavioral support services to remove barriers to learning and support student in their academic, social and emotional development.

These services include CA State Board Licensed and Associated Mental Health Clinicians at all district schools and Student Health/Wellness Centers located at several elementary and high school sites. Mental Health Clinicians provide site-based services for all students and families, including those who access Special Education services. Mental Health Clinicians consult, assess and provide direct services, including individual, group, and family therapy, as determined necessary for continued access to academics and social growth. In accordance with FERPA (Family

Education Rights and Privacy Act), HIPPA (Health Insurance Portability and Accountability Act), legal and ethical practices, student information relevant to services may be shared with community partners with consent. Mental Health Services will require parent consent before direct services begin. [FERPA permits school officials to disclose, without consent, education records, or personally identifiable information from education records, to appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of the student or other individuals. FERPA: 34 CFR §§ 99.31 (a)(10) and 99.36].

Mental Health Needs of Students (Board Policy 5141.8) Site administrators and school mental health professionals shall follow the "Protocol for Responding to Students Experiencing Mental Health Needs/Crisis," for the purpose of requesting assessment to assist in identifying and responding to the mental health needs of students who may be in a mental health crisis or who are otherwise exhibiting mental health issues. Mental Health Clinicians complete a Mental Health Crisis Assessment, intervention, consultation, and follow up, if appropriate.

Behavior support services are provided to all students as part of the Positive Behavior Interventions and Supports (PBIS) continuum. As part of the Multi-Tiered Multi-Domained System of Supports (MTMDSS) focuses on creating and universal/school-wide (all students), targeted (small group), and intensive (individual) systems of support that improve the academic and social/emotional outcomes of all students. Within the MTMDSS, specialized behavioral staff provide consultation, training and individualized supports to students. These services aim to eliminate or reduce high risk behavior to ensure safety and well-being through creating a positive, and welcoming school culture.

### **(61) Interscholastic Athletic Program and Automated External Defibrillator (AED's) (Ed Code section 35179.4, 35179.6)**

School district or charter school elects to offer any interscholastic athletic program, the governing board of the school district or the governing body of the charter school shall ensure that there is a written emergency action plan in place that describes the location and procedures to be followed in the event of sudden cardiac arrest and other medical emergencies related to the athletic program's activities or events. Commencing July 1, 2019, if a school district or charter school elects to offer any interscholastic athletic program, the school district or the charter school shall acquire at least one AED for each school within the school district or the charter school. AEDs are available for the purpose of rendering emergency care or treatment within a recommended three to five minutes of sudden cardiac arrest to pupils, spectators, and any other individuals in attendance at the athletic program's on campus activities or events and shall ensure that the AED or AEDs are available to athletic trainers and coaches and authorized persons at these activities or events.

### **(62) Request for a Language Acquisition Program (EC Section 310)**

In November 2016, California voters approved Proposition 58, also known as the CA Ed.G.E. Initiative. The purpose of the

CA Ed.G.E. Initiative is to ensure that all children in California public schools receive the highest quality education, master the English language, and access high-quality, innovative, and research-based language programs that prepare them to fully participate in a global economy. The initiative authorizes school districts and county offices of education to establish language acquisition programs for both native and non-native English speakers, and requires school districts and county offices of education to solicit parent and community input in developing language acquisition programs.

Parents/guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible. If interested in a different program from those listed below, please contact your school front office for the request form and submit to your school site front office. Your school site principal will communicate the outcome of the request within 30 days of submission.

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards.

A description of the language acquisition programs provided at Stockton Unified School District are listed below. (EC Section 305[a][2])

**Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. Students are offered ELD and access to grade level academic subject matter content.

**Dual-Language Immersion (DLI) Program:** Also referred to as Two-Way Immersion. A language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program begins in kindergarten (K) and continues through sixth grade.

Revised 5-10-2021 tm

**Attention:** If you need a translation of this document, please contact the Language Development Department (209) 933-7000

Si usted necesita una traducción de este documento, haga el favor de comunicarse con el Departamento de Desarrollo del Lenguaje (209) 933-7000. (Spanish)

Yog xav tau cov ntaub ntawv tseem ceeb qhia txog kev kawm ntawv txhais lus hmoob, thov mus cuag koj tus me nyuam tsev kawm ntawv. (Hmong)

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ITT 8 i (Khmer)

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(Lao)

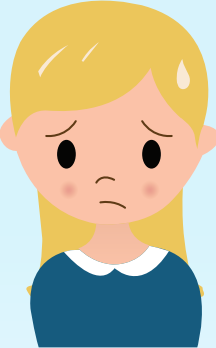
Nếu muốn tài liệu này dịch ra tiếng Việt, xin liên lạc với trường của em đang học.  
(Vietnamese)

# WHEN IS SICK TOO SICK FOR SCHOOL?



### Send me to school if...

- I have a runny nose or just a little cough, but no other symptoms.
- I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever during that time.
- I haven't thrown up or had any diarrhea for 24 hours.



### Keep me at home if...

- I have a temperature higher than 100 degrees even after taking medicine.
- I'm throwing up or have diarrhea.
- My eyes are pink and crusty.



### Call the doctor if...

- I have a temperature higher than 100 degrees for more than two days.
- I've been throwing up or have diarrhea for more than two days.
- I've had the sniffles for more than a week, and they aren't getting better.
- I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).



Adapted with permission from Baltimore City Public Schools.





Advancing Student Success By Reducing Chronic Absence

[www.attendanceworks.org](http://www.attendanceworks.org)

## Pay Attention to Attendance: Keep Your Child On Track in Middle and High School

*Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and on the job.*

### DID YOU KNOW?

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.
- Missing 10 percent, or about 18 days, of the school year can drastically affect a student's academic success.
- Students can be chronically absent even if they only miss a day or two every few weeks.
- Attendance is an important life skill that will help your child graduate from college and keep a job.

### WHAT YOU CAN DO

#### Make school attendance a priority

- Talk about the importance of showing up to school everyday, make that the expectation.
- Help your child maintain daily routines, such as finishing homework and getting a good night's sleep.
- Try not to schedule dental and medical appointments during the school day.
- Don't let your child stay home unless truly sick. Complaints of headaches or stomach aches may be signs of anxiety.

#### Help your teen stay engaged

- Find out if your child feels engaged by his classes and feels safe from bullies and other threats. Make sure he/she is not missing class because of behavioral issues and school discipline policies. If any of these are problems, work with your school.
- Stay on top of academic progress and seek help from teachers or tutors if necessary. Make sure teachers know how to contact you.
- Stay on top of your child's social contacts. Peer pressure can lead to skipping school, while students without many friends can feel isolated.
- Encourage meaningful afterschool activities, including sports and clubs.

#### Communicate with the school

- Know the school's attendance policy – incentives and penalties
- Talk to teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Check on your child's attendance to be sure absences are not piling up.
- Ask for help from school officials, afterschool programs, other parents or community agencies if you're having trouble getting your child to school.





# See if you can get help paying for your health insurance

Covered California is where you can get quality, affordable health coverage. You may even get help paying for it.

As part of the Affordable Care Act (ACA), Covered California is a program where lawfully present Californians and their families can compare quality health plans and choose the one that works best for their health needs and budget. Covered California is the only place where you can get financial help to pay for your health insurance.



## Your notes:

## Are you eligible? Find out here.



### Maximum Annual Household Income to Qualify for Financial Help

FAMILY SIZE	MEDI-CAL	COVERED CALIFORNIA
1	\$17,609	\$76,560
2	\$23,792	\$103,440
3	\$29,974	\$130,320
4	\$36,156	\$157,200
5	\$42,339	\$184,080
6	\$48,521	\$210,960

*You may be eligible for low or no-cost Medi-Cal.*

*You may be eligible for financial help through Covered California.*

All numbers listed above are estimates. For larger households, please visit the Shop and Compare tool at CoveredCA.com to find out if your family qualifies.

## Enrollment deadlines

FOR COVERAGE EFFECTIVE ON	COMPLETE ENROLLMENT BY	PAY YOUR PREMIUM
January 1, 2021	December 15, 2020	Make sure to pay your first bill on time, and continue to make monthly payments by the due date on your invoice.
February 1, 2021	January 31, 2021	

Avoid a tax penalty and ensure your coverage for 2021 by enrolling by January 31, 2021  
Medi-Cal enrollment is year-round.

Have questions? We can help.

CoveredCA.com | 800.300.1506








Covered California complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.  
 ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1.800.300.0213 (TTY: 1.888.889.4500).  
 注意: 如果您使用中文, 您可以免費獲得語言援助服務。請致電 1.800.300.1533 TTY 1.888.889.4500

## Influenza (Flu) Vaccine (Live, Intranasal): What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis)  
Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://www.immunize.org/vis)

### 1 Why get vaccinated?

**Influenza vaccine** can prevent **influenza (flu)**.

Flu is a contagious disease that spreads around the United States every year, usually between October and May. Anyone can get the flu, but it is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk of flu complications.

Pneumonia, bronchitis, sinus infections and ear infections are examples of flu-related complications. If you have a medical condition, such as heart disease, cancer or diabetes, flu can make it worse.

Flu can cause fever and chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Some people may have vomiting and diarrhea, though this is more common in children than adults.

Each year **thousands of people in the United States die from flu**, and many more are hospitalized. Flu vaccine prevents millions of illnesses and flu-related visits to the doctor each year.

### 2 Live, attenuated influenza vaccine

CDC recommends everyone 6 months of age and older get vaccinated every flu season. **Children 6 months through 8 years of age** may need 2 doses during a single flu season. **Everyone else** needs only 1 dose each flu season.

Live, attenuated influenza vaccine (called LAIV) is a nasal spray vaccine that may be given to non-pregnant people **2 through 49 years of age**.

It takes about 2 weeks for protection to develop after vaccination.

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to

protect against three or four viruses that are likely to cause disease in the upcoming flu season. Even when the vaccine doesn't exactly match these viruses, it may still provide some protection.

Influenza vaccine **does not cause flu**.

Influenza vaccine may be given at the same time as other vaccines.

### 3 Talk with your health care provider

Tell your vaccine provider if the person getting the vaccine:

- Is **younger than 2 years or older than 49 years** of age.
- Is **pregnant**.
- Has had an **allergic reaction after a previous dose of influenza vaccine**, or has any **severe, life-threatening allergies**.
- Is a **child or adolescent 2 through 17 years of age who is receiving aspirin or aspirin-containing products**.
- Has a **weakened immune system**.
- Is a **child 2 through 4 years old who has asthma or a history of wheezing** in the past 12 months.
- Has **taken influenza antiviral medication** in the previous 48 hours.
- **Cares for severely immunocompromised persons** who require a protected environment.
- Is **5 years or older and has asthma**.
- Has **other underlying medical conditions** that can put people at higher risk of serious flu complications (such as **lung disease, heart disease, kidney disease, kidney or liver disorders, neurologic or neuromuscular or metabolic disorders**).
- Has had **Guillain-Barré Syndrome** within 6 weeks after a previous dose of influenza vaccine.



In some cases, your health care provider may decide to postpone influenza vaccination to a future visit.

For some patients, a different type of influenza vaccine (inactivated or recombinant influenza vaccine) might be more appropriate than live, attenuated influenza vaccine.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting influenza vaccine.

Your health care provider can give you more information.

### 4 Risks of a vaccine reaction

- Runny nose or nasal congestion, wheezing and headache can happen after LAIV.
- Vomiting, muscle aches, fever, sore throat and cough are other possible side effects.

If these problems occur, they usually begin soon after vaccination and are mild and short-lived.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

### 5 What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call 9-1-1 and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or call 1-800-822-7967. *VAERS is only for reporting reactions, and VAERS staff do not give medical advice.*

### 6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Visit the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation) or call 1-800-338-2382 to learn about the program and about filing a claim. There is a time limit to file a claim for compensation.

### 7 How can I learn more?

- Ask your healthcare provider.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):  
- Call 1-800-232-4636 (1-800-CDC-INFO) or  
- Visit CDC's [www.cdc.gov/flu](http://www.cdc.gov/flu)

Vaccine Information Statement (Interim)

## Live Attenuated Influenza Vaccine



Office use only

8/15/2019 | 42 U.S.C. § 300aa-26

## Influenza (Flu) Vaccine (Inactivated or Recombinant): What you need to know

Many Vaccine Information Statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis)  
Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://www.immunize.org/vis)

### 1 Why get vaccinated?

**Influenza vaccine** can prevent **influenza (flu)**.

Flu is a contagious disease that spreads around the United States every year, usually between October and May. Anyone can get the flu, but it is more dangerous for some people. Infants and young children, people 65 years of age and older, pregnant women, and people with certain health conditions or a weakened immune system are at greatest risk of flu complications.

Pneumonia, bronchitis, sinus infections and ear infections are examples of flu-related complications. If you have a medical condition, such as heart disease, cancer or diabetes, flu can make it worse.

Flu can cause fever and chills, sore throat, muscle aches, fatigue, cough, headache, and runny or stuffy nose. Some people may have vomiting and diarrhea, though this is more common in children than adults.

Each year **thousands of people in the United States die from flu**, and many more are hospitalized. Flu vaccine prevents millions of illnesses and flu-related visits to the doctor each year.

### 2 Influenza vaccine

CDC recommends everyone 6 months of age and older get vaccinated every flu season. **Children 6 months through 8 years of age** may need 2 doses during a single flu season. **Everyone else** needs only 1 dose each flu season.

It takes about 2 weeks for protection to develop after vaccination.

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against three or four viruses that are likely to cause disease in the upcoming flu season. Even when the vaccine doesn't exactly match these viruses, it may still provide some protection.

Influenza vaccine **does not cause flu**.

Influenza vaccine may be given at the same time as other vaccines.

### 3 Talk with your health care provider

Tell your vaccine provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of influenza vaccine**, or has any **severe, life-threatening allergies**.
- Has ever had **Guillain-Barré Syndrome** (also called GBS).

In some cases, your health care provider may decide to postpone influenza vaccination to a future visit.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting influenza vaccine.

Your health care provider can give you more information.



### 4 Risks of a vaccine reaction

- Soreness, redness, and swelling where shot is given, fever, muscle aches, and headache can happen after influenza vaccine.
- There may be a very small increased risk of Guillain-Barré Syndrome (GBS) after inactivated influenza vaccine (the flu shot).

Young children who get the flu shot along with pneumococcal vaccine (PCV13), and/or DTaP vaccine at the same time might be slightly more likely to have a seizure caused by fever. Tell your health care provider if a child who is getting flu vaccine has ever had a seizure.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

### 5 What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call 9-1-1 and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or call 1-800-822-7967. *VAERS is only for reporting reactions, and VAERS staff do not give medical advice.*

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Vaccine Information Statement (Interim)

## Inactivated Influenza Vaccine



Office use only

8/15/2019 | 42 U.S.C. § 300aa-26



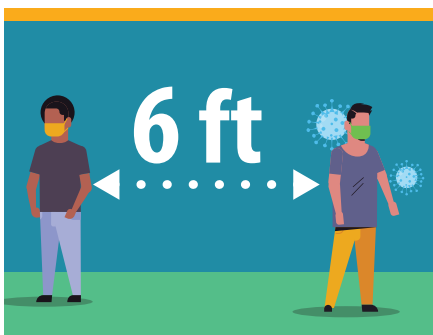
# STOP THE SPREAD OF GERMS | COVID-19 |



**Get a COVID-19 vaccine.**



**Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.**



**Stay at least 6 feet (about 2 arm lengths) from other people.**



**When in public, wear a mask over your nose and mouth.**



**Do not touch your eyes, nose, and mouth.**



**Clean and disinfect frequently touched objects and surfaces.**



**Stay home when you are sick, except to get medical care.**



**Wash your hands often with soap and water for at least 20 seconds.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



## What is v-safe?

**V-safe** is a smartphone-based tool that uses text messaging and web surveys to provide personalized health check-ins after you receive a COVID-19 vaccination. Through **v-safe**, you can quickly tell CDC if you have any side effects after getting the COVID-19 vaccine. Depending on your answers, someone from CDC may call to check on you. And **v-safe** will remind you to get your second COVID-19 vaccine dose if you need one.

Your participation in CDC’s **v-safe** makes a difference—it helps keep COVID-19 vaccines safe.

## How can I participate?

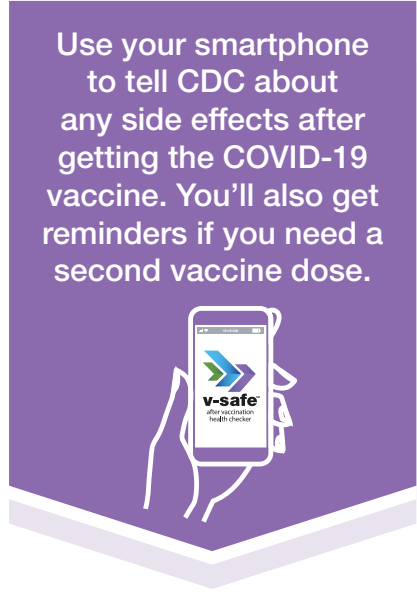
Once you get a COVID-19 vaccine, you can enroll in **v-safe** using your smartphone. Participation is voluntary and you can opt out at any time. You will receive text messages from **v-safe** around 2 p.m. local time. To opt out, simply text “STOP” when **v-safe** sends you a text message. You can also start **v-safe** again by texting “START.”

## How long do v-safe check-ins last?

During the first week after you get your vaccine, **v-safe** will send you a text message each day to ask how you are doing. Then you will get check-in messages once a week for up to 5 weeks. The questions **v-safe** asks should take less than 5 minutes to answer. If you need a second dose of vaccine, **v-safe** will provide a new 6-week check-in process so you can share your second-dose vaccine experience as well. You’ll also receive check-ins 3, 6, and 12 months after your final dose of vaccine.

## Is my health information safe?

Yes. Your personal information in **v-safe** is protected so that it stays confidential and private.\*



Sign up with your smartphone’s browser at [vsafe.cdc.gov](https://vsafe.cdc.gov)

OR

Aim your smartphone’s camera at this code



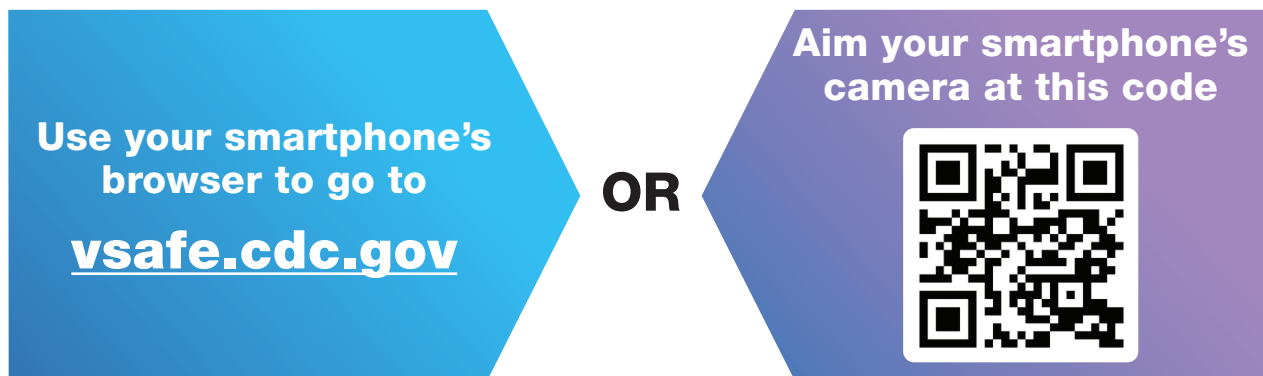
\*To the extent **v-safe** uses existing information systems managed by CDC, FDA, and other federal agencies, the systems employ strict security measures appropriate for the data’s level of sensitivity.

## How to register and use v-safe

You will need your smartphone and information about the COVID-19 vaccine you received. This information can be found on your vaccination record card; if you cannot find your card, please contact your healthcare provider.

### Register

1. Go to the **v-safe** website using one of the two options below:



2. Read the instructions. Click **Get Started**.
3. Enter your name, mobile number, and other requested information. Click **Register**.
4. You will receive a text message with a verification code on your smartphone. Enter the code in **v-safe** and click **Verify**.
5. At the top of the screen, click **Enter vaccine information**.
6. Select which COVID-19 vaccine you received (found on your vaccination record card; if you cannot find your card, please contact your healthcare provider). Then enter the date you were vaccinated. Click **Next**.
7. Review your vaccine information. If correct, click **Submit**. If not, click **Go Back**.
8. **Congrats! You're all set!** If you complete your registration before 2 p.m. local time, **v-safe** will start your initial health check-in around 2pm that day. If you register after 2 p.m., **v-safe** will start your initial health check-in immediately after you register—just follow the instructions.

You will receive a reminder text message from **v-safe** when it's time for the next check-in—around 2 p.m. local time. Just click the link in the text message to start the check-in.

### Complete a v-safe health check-in

1. When you receive a **v-safe** check-in text message on your smartphone, click the link when ready.
2. Follow the instructions to complete the check-in.

### Troubleshooting

#### How can I come back and finish a check-in later if I'm interrupted?

- Click the link in the text message reminder to restart and complete your check-in.

#### How do I update my vaccine information after my second COVID-19 vaccine dose?

- **V-safe** will automatically ask you to update your second dose information. Just follow the instructions.

#### Need help with v-safe?

Call 800-CDC-INFO (800-232-4636)

TTY 888-232-6348

Open 24 hours, 7 days a week

Visit [www.cdc.gov/vsafe](https://www.cdc.gov/vsafe)





## FACT SHEET FOR RECIPIENTS AND CAREGIVERS

### EMERGENCY USE AUTHORIZATION (EUA) OF THE PFIZER-BIONTECH COVID-19 VACCINE TO PREVENT CORONAVIRUS DISEASE 2019 (COVID-19) IN INDIVIDUALS 12 YEARS OF AGE AND OLDER

You are being offered the Pfizer-BioNTech COVID-19 Vaccine to prevent Coronavirus Disease 2019 (COVID-19) caused by SARS-CoV-2. This Fact Sheet contains information to help you understand the risks and benefits of the Pfizer-BioNTech COVID-19 Vaccine, which you may receive because there is currently a pandemic of COVID-19.

The Pfizer-BioNTech COVID-19 Vaccine is a vaccine and may prevent you from getting COVID-19. There is no U.S. Food and Drug Administration (FDA) approved vaccine to prevent COVID-19.

Read this Fact Sheet for information about the Pfizer-BioNTech COVID-19 Vaccine. Talk to the vaccination provider if you have questions. It is your choice to receive the Pfizer-BioNTech COVID-19 Vaccine.

The Pfizer-BioNTech COVID-19 Vaccine is administered as a 2-dose series, 3 weeks apart, into the muscle.

The Pfizer-BioNTech COVID-19 Vaccine may not protect everyone.

This Fact Sheet may have been updated. For the most recent Fact Sheet, please see [www.cvdvaccine.com](http://www.cvdvaccine.com).

#### WHAT YOU NEED TO KNOW BEFORE YOU GET THIS VACCINE

##### WHAT IS COVID-19?

COVID-19 disease is caused by a coronavirus called SARS-CoV-2. This type of coronavirus has not been seen before. You can get COVID-19 through contact with another person who has the virus. It is predominantly a respiratory illness that can affect other organs. People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2 to 14 days after exposure to the virus. Symptoms may include: fever or chills; cough; shortness of breath; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; diarrhea.

##### WHAT IS THE PFIZER-BIONTECH COVID-19 VACCINE?

The Pfizer-BioNTech COVID-19 Vaccine is an unapproved vaccine that may prevent COVID-19. There is no FDA-approved vaccine to prevent COVID-19.

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Revised: 25 June 2021

##### HAS THE PFIZER-BIONTECH COVID-19 VACCINE BEEN USED BEFORE?

The Pfizer-BioNTech COVID-19 Vaccine is an unapproved vaccine. In clinical trials, approximately 23,000 individuals 12 years of age and older have received at least 1 dose of the Pfizer-BioNTech COVID-19 Vaccine.

##### WHAT ARE THE BENEFITS OF THE PFIZER-BIONTECH COVID-19 VACCINE?

In an ongoing clinical trial, the Pfizer-BioNTech COVID-19 Vaccine has been shown to prevent COVID-19 following 2 doses given 3 weeks apart. The duration of protection against COVID-19 is currently unknown.

##### WHAT ARE THE RISKS OF THE PFIZER-BIONTECH COVID-19 VACCINE?

There is a remote chance that the Pfizer-BioNTech COVID-19 Vaccine could cause a severe allergic reaction. A severe allergic reaction would usually occur within a few minutes to one hour after getting a dose of the Pfizer-BioNTech COVID-19 Vaccine. For this reason, your vaccination provider may ask you to stay at the place where you received your vaccine for monitoring after vaccination. Signs of a severe allergic reaction can include:

- Difficulty breathing
- Swelling of your face and throat
- A fast heartbeat
- A bad rash all over your body
- Dizziness and weakness

Myocarditis (inflammation of the heart muscle) and pericarditis (inflammation of the lining outside the heart) have occurred in some people who have received the Pfizer-BioNTech COVID-19 Vaccine. In most of these people, symptoms began within a few days following receipt of the second dose of the Pfizer-BioNTech COVID-19 Vaccine. The chance of having this occur is very low. You should seek medical attention right away if you have any of the following symptoms after receiving the Pfizer-BioNTech COVID-19 Vaccine:

- Chest pain
- Shortness of breath
- Feelings of having a fast-beating, fluttering, or pounding heart.

Side effects that have been reported with the Pfizer-BioNTech COVID-19 Vaccine include:

- severe allergic reactions
- non-severe allergic reactions such as rash, itching, hives, or swelling of the face
- myocarditis (inflammation of the heart muscle)
- pericarditis (inflammation of the lining outside the heart)
- injection site pain
- tiredness
- headache
- muscle pain
- chills
- joint pain
- fever
- injection site swelling

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Revised: 25 June 2021

The FDA has authorized the emergency use of the Pfizer-BioNTech COVID-19 Vaccine to prevent COVID-19 in individuals 12 years of age and older under an Emergency Use Authorization (EUA).

For more information on EUA, see the "What is an Emergency Use Authorization (EUA)?" section at the end of this Fact Sheet.

##### WHAT SHOULD YOU MENTION TO YOUR VACCINATION PROVIDER BEFORE YOU GET THE PFIZER-BIONTECH COVID-19 VACCINE?

Tell the vaccination provider about all of your medical conditions, including if you:

- have any allergies
- have had myocarditis (inflammation of the heart muscle) or pericarditis (inflammation of the lining outside the heart)
- have a fever
- have a bleeding disorder or are on a blood thinner
- are immunocompromised or are on a medicine that affects your immune system
- are pregnant or plan to become pregnant
- are breastfeeding
- have received another COVID-19 vaccine
- have ever fainted in association with an injection

##### WHO SHOULD GET THE PFIZER-BIONTECH COVID-19 VACCINE?

FDA has authorized the emergency use of the Pfizer-BioNTech COVID-19 Vaccine in individuals 12 years of age and older.

##### WHO SHOULD NOT GET THE PFIZER-BIONTECH COVID-19 VACCINE?

You should not get the Pfizer-BioNTech COVID-19 Vaccine if you:

- had a severe allergic reaction after a previous dose of this vaccine
- had a severe allergic reaction to any ingredient of this vaccine.

##### WHAT ARE THE INGREDIENTS IN THE PFIZER-BIONTECH COVID-19 VACCINE?

The Pfizer-BioNTech COVID-19 Vaccine includes the following ingredients: mRNA, lipids ((4-hydroxybutyl)azanediyl)bis(hexane-6,1-diyl)bis(2-hexyldecanoate), 2-[(polyethylene glycol)-2000]-N,N-ditetradecylacetamide, 1,2-Distearoyl-sn-glycero-3-phosphocholine, and cholesterol), potassium chloride, monobasic potassium phosphate, sodium chloride, dibasic sodium phosphate dihydrate, and sucrose.

##### HOW IS THE PFIZER-BIONTECH COVID-19 VACCINE GIVEN?

The Pfizer-BioNTech COVID-19 Vaccine will be given to you as an injection into the muscle.

The Pfizer-BioNTech COVID-19 Vaccine vaccination series is 2 doses given 3 weeks apart.

If you receive one dose of the Pfizer-BioNTech COVID-19 Vaccine, you should receive a second dose of this same vaccine 3 weeks later to complete the vaccination series.

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Revised: 25 June 2021

- injection site redness
- nausea
- feeling unwell
- swollen lymph nodes (lymphadenopathy)
- diarrhea
- vomiting
- arm pain

These may not be all the possible side effects of the Pfizer-BioNTech COVID-19 Vaccine. Serious and unexpected side effects may occur. Pfizer-BioNTech COVID-19 Vaccine is still being studied in clinical trials.

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Revised: 25 June 2021

#### WHAT SHOULD I DO ABOUT SIDE EFFECTS?

If you experience a severe allergic reaction, call 9-1-1, or go to the nearest hospital.

Call the vaccination provider or your healthcare provider if you have any side effects that bother you or do not go away.

Report vaccine side effects to FDA/CDC Vaccine Adverse Event Reporting System (VAERS). The VAERS toll-free number is 1-800-822-7967 or report online to <https://vaers.hhs.gov/reportevent.html>. Please include "Pfizer-BioNTech COVID-19 Vaccine EUA" in the first line of box #18 of the report form.

In addition, you can report side effects to Pfizer Inc. at the contact information provided below.

Website	Fax number	Telephone number
<a href="http://www.pfizersafetyreporting.com">www.pfizersafetyreporting.com</a>	1-866-635-8337	1-800-438-1985

You may also be given an option to enroll in v-safe. V-safe is a new voluntary smartphone-based tool that uses text messaging and web surveys to check in with people who have been vaccinated to identify potential side effects after COVID-19 vaccination. V-safe asks questions that help CDC monitor the safety of COVID-19 vaccines. V-safe also provides second-dose reminders if needed and live telephone follow-up by CDC if participants report a significant health impact following COVID-19 vaccination. For more information on how to sign up, visit: [www.cdc.gov/vsafe](http://www.cdc.gov/vsafe).

#### WHAT IF I DECIDE NOT TO GET THE PFIZER-BIONTECH COVID-19 VACCINE?

It is your choice to receive or not receive the Pfizer-BioNTech COVID-19 Vaccine. Should you decide not to receive it, it will not change your standard medical care.

#### ARE OTHER CHOICES AVAILABLE FOR PREVENTING COVID-19 BESIDES PFIZER-BIONTECH COVID-19 VACCINE?

Currently, there is no approved alternative vaccine available for prevention of COVID-19. Other vaccines to prevent COVID-19 may be available under Emergency Use Authorization.

#### CAN I RECEIVE THE PFIZER-BIONTECH COVID-19 VACCINE WITH OTHER VACCINES?

There is no information on the use of the Pfizer-BioNTech COVID-19 Vaccine with other vaccines.

#### WHAT IF I AM PREGNANT OR BREASTFEEDING?

If you are pregnant or breastfeeding, discuss your options with your healthcare provider.

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Revised: 25 June 2021

#### WHERE CAN I REPORT CASES OF SUSPECTED FRAUD?

Individuals becoming aware of any potential violations of the CDC COVID-19 Vaccination Program requirements are encouraged to report them to the Office of the Inspector General, U.S. Department of Health and Human Services, at 1-800-HHS-TIPS or <https://TIPS.HHS.GOV>.

#### WHAT IS THE COUNTERMEASURES INJURY COMPENSATION PROGRAM?

The Countermeasures Injury Compensation Program (CICP) is a federal program that may help pay for costs of medical care and other specific expenses of certain people who have been seriously injured by certain medicines or vaccines, including this vaccine. Generally, a claim must be submitted to the CICP within one (1) year from the date of receiving the vaccine. To learn more about this program, visit [www.hrsa.gov/cicp/](http://www.hrsa.gov/cicp/) or call 1-855-266-2427.

#### WHAT IS AN EMERGENCY USE AUTHORIZATION (EUA)?

The United States FDA has made the Pfizer-BioNTech COVID-19 Vaccine available under an emergency access mechanism called an EUA. The EUA is supported by a Secretary of Health and Human Services (HHS) declaration that circumstances exist to justify the emergency use of drugs and biological products during the COVID-19 pandemic.

The Pfizer-BioNTech COVID-19 Vaccine has not undergone the same type of review as an FDA-approved or cleared product. FDA may issue an EUA when certain criteria are met, which includes that there are no adequate, approved, available alternatives. In addition, the FDA decision is based on the totality of scientific evidence available showing that the product may be effective to prevent COVID-19 during the COVID-19 pandemic and that the known and potential benefits of the product outweigh the known and potential risks of the product. All of these criteria must be met to allow for the product to be used in the treatment of patients during the COVID-19 pandemic.

The EUA for the Pfizer-BioNTech COVID-19 Vaccine is in effect for the duration of the COVID-19 EUA declaration justifying emergency use of these products, unless terminated or revoked (after which the products may no longer be used).

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Revised: 25 June 2021

#### WILL THE PFIZER-BIONTECH COVID-19 VACCINE GIVE ME COVID-19?

No. The Pfizer-BioNTech COVID-19 Vaccine does not contain SARS-CoV-2 and cannot give you COVID-19.


#### KEEP YOUR VACCINATION CARD

When you get your first dose, you will get a vaccination card to show you when to return for your second dose of Pfizer-BioNTech COVID-19 Vaccine. Remember to bring your card when you return.

#### ADDITIONAL INFORMATION

If you have questions, visit the website or call the telephone number provided below.

To access the most recent Fact Sheets, please scan the QR code provided below.

Global website	Telephone number
<a href="http://www.cvdvaccine.com">www.cvdvaccine.com</a> 	1-877-829-2619 (1-877-VAX-CO19)

#### HOW CAN I LEARN MORE?

- Ask the vaccination provider.
- Visit CDC at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
- Visit FDA at <https://www.fda.gov/emergency-preparedness-and-response/mcm-legal-regulatory-and-policy-framework/emergency-use-authorization>.
- Contact your local or state public health department.

#### WHERE WILL MY VACCINATION INFORMATION BE RECORDED?

The vaccination provider may include your vaccination information in your state/local jurisdiction's Immunization Information System (IIS) or other designated system. This will ensure that you receive the same vaccine when you return for the second dose. For more information about IISs visit: <https://www.cdc.gov/vaccines/programs/iis/about.html>.

#### CAN I BE CHARGED AN ADMINISTRATION FEE FOR RECEIPT OF THE COVID-19 VACCINE?

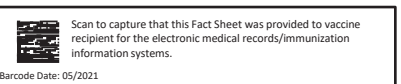
No. At this time, the provider cannot charge you for a vaccine dose and you cannot be charged an out-of-pocket vaccine administration fee or any other fee if only receiving a COVID-19 vaccination. However, vaccination providers may seek appropriate reimbursement from a program or plan that covers COVID-19 vaccine administration fees for the vaccine recipient (private insurance, Medicare, Medicaid, Health Resources & Services Administration [HRSA] COVID-19 Uninsured Program for non-insured recipients).



Manufactured by  
Pfizer Inc., New York, NY 10017

**BIONTECH**  
Manufactured for  
BioNTech Manufacturing GmbH  
An der Goldgrube 12  
55131 Mainz, Germany

LAB-1451-4.2a  
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