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UNION
Elementary School District
Foundation for Excellence

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2018-19 Annual Parents' Rights Notification

Alta Vista Elementary
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(408) 268-1030
Principal: Dale Jones
jonesd@unionsd.org

Oster Elementary
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Carlton Elementary
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Lietz Elementary
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Union Middle
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Principal: Todd Feinberg
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Dartmouth Middle
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Principal: Randy Martino
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Noddin Elementary
(408) 356-2126
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A MESSAGE FROM OUR SUPERINTENDENT

Dear Parents/Guardians:

Summer vacation has come to a close and it is with great enthusiasm that we welcome your child to the 2018-19 school year. I know this coming year will be an exciting and rewarding one!

To assist you in understanding your rights, as per federal and state law as well as through Education Code provisions, we have developed this Union School District Parents' Rights Information Booklet.

If you have any questions concerning this information, please contact your child's principal. We wish your child many successes!

Sincerely,

Denise Coleman
Superintendent

A MESSAGE FROM OUR ASSOCIATE SUPERINTENDENT OF LEARNING AND INNOVATION

Dear Parents/Guardians:

The 2018-19 school year is here. We look forward to welcoming back our current families and students while introducing the district to our new arrivals.

As you read through and complete this year's Fall Information Packets, please make special note of the informational forms requiring up-to-date health and emergency information. Please complete these forms and notify those people that you have listed as your emergency contacts.

Thank you for taking the time to review this brochure. Your time will assist us in providing the safest environment possible for your child. Please note that this brochure is also posted on our district website at www.unionsd.org.

Sincerely,

Andrew Schwab
Associate Superintendent, Learning & Innovation

Issue/Concern Resolution Procedures

Although schools in the Union School District strive constantly to meet the needs of all children and the community at large, there are times when issues or concerns need to be reviewed and addressed. This document is intended to assist you in how best to resolve your issue/concern.

1. If you have an issue/concern with the teacher of your child, please call the school to speak with the teacher or to set up an appointment to meet with the teacher. Always let the teacher or the school know about the nature of your call or visit. It is in everyone's best interest to discuss all the pertinent information so that the issue/concern can be resolved at this level.
2. If you have spoken with the teacher and do not feel that the issue/concern has been resolved, a conference with the principal is in order. This can be done by telephone or by arranging a meeting with the principal. At the discretion of the principal, the teacher may also be in attendance. It is most productive if you can provide the principal with your informal notes of the issue/concern and the response you have received to this point. It should be noted that, historically, most issues/concerns can be resolved at this level.
3. If you do not feel the issue/concern has been resolved at the school level, contacting an appropriate District level administrator is in order. Please call 408-377-8010, Ext. 44201 and ask to speak with Marguerite Riggins. Ms. Riggins is the Superintendent's Administrative Assistant and will be happy to direct your call to the appropriate administrator.
4. If you do not feel that your issue/concern has been resolved at the District administrative level, the Board of Trustees has established a formalized Uniform Complaint Procedure (Board Policy 1312 et seq). These forms are available at each school, at the District Office, and posted on our district website.

The above procedures are put in place to facilitate communication and to resolve issues/concerns as early and as effectively as possible. The Board of Trustees welcomes constructive criticism of school policies, programs, or personnel when it is motivated by a sincere desire to improve the quality of the educational process and to assist the schools in performing their tasks more effectively.

We wish you and your child an exciting and productive school year!

Emergency Information

In the event of an emergency situation, please tune into one of the following radio or television stations listed here to obtain up-to-date information.

Emergency Information Sources:

Radio KCBS 740, Radio KGO 810, Radio KLIV 1590, TV Channel 11 (Cable 3)

Attendance

General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value. However, if within the last 24 hours your child has vomited, had diarrhea or run a fever of 100° F or above, they should be kept home.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Unexcused absences result in a recorded truancy.

1. Notwithstanding EC 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - E. Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - F. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - G. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Superintendent of the school district.
 - H. Participation in religious instruction or exercises in accordance with district policy.
 - I. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
2. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
5. "Immediate family," as used in this section, 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." [EC 46014, 48205]

Local and Statutory Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intradistrict). This district has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many districts, by agreement, also allow the transfer of students from or to other districts (interdistrict). Victims of bullying or violence are given preference in interdistrict transfers. Students attending "persistently dangerous" schools can transfer and enroll in a safe school. [EC 35160.5, 46600, 48204, 48206.3, 48301, 48306, 48980(h)]

Interdistrict Attendance

The Board of Trustees recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. Union School District families looking to attend another district may pick up an interdistrict transfer form at the Union School District Office. Students living outside the district boundaries and wish to attend Union School District schools may do so on an approved interdistrict transfer. Contact your home school district first to apply for an interdistrict transfer to Union School District.

The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available in the district. [BP 5117, revised and adopted November 14, 2016; EC 46600-46611, 48204, 48300-48316, 48350-48361, 48900, 48915, 48915.1, 48918, 48980, 52317]

Interdistrict Attendance Agreements

The Superintendent or designee may approve interdistrict attendance agreements with other districts on a case-by-case basis to meet individual student needs.

The Superintendent or designee may enter into an agreement with another district and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied.

The Superintendent or designee may deny applications for interdistrict transfers because of insufficient space within district schools or limited district resources. Interdistrict transfers may also be denied for students who do not meet District attendance (which includes tardies), behavior and/or academic standards.

Intradistrict Open Enrollment

The District's primary goal shall be to maintain the "neighborhood school" concept. Students living within the designated boundaries of their local school shall be given first consideration for placement and shall not be displaced by new students transferring in from outside the local school boundaries.

The Board of Trustees desires to provide enrollment options that meet the diverse needs and interests of District students. The Superintendent or designee shall establish procedures for the selection and transfer of students among District schools in accordance with law, Board policy and administrative regulations.

The parents/guardians of any student who resides within District boundaries may apply to enroll their child in any District school, regardless of the location of residence within the District. The intradistrict transfer form is available at the Union School District Office.

The Board shall annually review this policy. [BP 5116.21 revised November 14, 2016; EC 200, 35160.5, 35291, 35351, 46600-46611, 48200, 48204, 48300-48316, 48350-48361, 48980]

Enrollment Priorities

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a District school receiving Title I funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another District school or charter school in accordance with Federal regulations.
2. If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another District school or charter school. [20 USC 7912]
3. The Superintendent or designee may approve a student's transfer to a District school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. To grant priority under these circumstances, the Superintendent or designee must have received either:
 - a. A written statement from a representative of an appropriate state or local agency, including but not limited to, a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist.
 - b. A court order, including a temporary restraining order and injunction.
4. Priority shall be given to students whose parent/guardian is assigned to that school as his/her primary place of employment.
5. Priority may be given to siblings of a student already in attendance in that school.

For all other applications for enrollment outside a school's attendance area, and where the number of admission requests would result in the school exceeding its capacity, the Superintendent or designee shall use a random, unbiased selection process to determine which applicant shall be admitted to the school.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants.

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area.

Residency Requirements

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

A pupil may alternatively comply with the residency requirements for school attendance in a school district if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school or origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district; a pupil residing in a state hospital located within the boundaries of the school district; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both of the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week. Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment without the boundaries of the school district for a minimum of three days during the school week. This subdivision does not require the school district within which at least one parent or

the legal guardian of a pupil is employed to admit the pupil to its schools. A school district shall not, however, refuse to admit a pupil under this subdivision on the basis, except as expressly provided in this subdivision, of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. [EC 48204]

Residency Investigations

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency.

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district.

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view.

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. [EC 48204.2 & BP 5111.1]

Attendance Where Caregiver Resides

If your child lives in the home of a caregiver adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a), 48980(h)]

Home/Hospital

Existing law requires each person subject to compulsory education to attend full-time school or continuation school. The Home and Hospital Instruction Program serves students who incur a temporary disability, which makes attendance in the regular day classes or alternative education program impossible or inadvisable. Parents must provide a written diagnosis from a licensed physician or psychiatrist indicating the child's ability to take instruction, a beginning and ending date of confinement and any special factors or considerations. Students on Interdistrict transfer will be returned to the district of residence for Home/Hospital instruction. [EC 48206.3]

Homeless Assistance Act

Local Educational Agencies (LEAs) must, to the extent feasible, keep students in homeless situations in their school of origin (defined as the school attended when permanently housed, or the school in which they were last enrolled), unless it is against the parent or guardian's wishes.

Students can stay in their school of origin the entire time they are homeless, and until the end of any academic year in which they move into permanent housing.

Students may also choose to enroll in any public school that students living in the same attendance area are eligible to attend. If a student is sent to a school other than the school of origin or the school requested by a parent/guardian, the LEA must provide a written explanation of its decision and the right to appeal, whether or not the parent/guardian disputes the placement. [42 USC 11432, EC 48853, 49069, 51225.1 & 51225.2]

Individualized Instruction

If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. [EC 48206.3, 48980(b)]

Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [EC 48207]

If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [EC 48208]

Liaison for Foster Children

Foster youth are ensured school placements in their best interest, including the least restrictive educational program, access to academic resources/services/extracurricular/enrichment activities, full and partial credit for courses taken, and opportunities to meet state pupil academic achievement standards. Foster youth can be assisted by the District's Student Services Department at (408) 558-4208. [EC 48204, 48853, 48853.5, 51225.1, 51225.2]

Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980(c)]

Truancy

Any pupil subject to compulsory full-time education or compulsory continuation who is absent from school without a valid excuse three full days or tardy or absent 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 attendance supervisor or the Superintendent of the school district.

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first-class mail or other reasonable means, of the following: [EC 48260.5]

- a. That the pupil is a truant.
- b. That the parent or guardian is obligated to compel the attendance of the pupil at school.
- c. That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with §48290) of Chapter 2 of Part 27.
- d. The alternative educational programs are available in the district.
- e. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- f. That the pupil may be subject to prosecution under §48264.
- g. That the pupil may be subject to suspension or restriction.
- h. That it is recommended the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by §48260 or §48261. [EC 48262]

Any minor who's required to be reported as a truant pursuant to §48260 or §48261 may be required to attend makeup classes conducted on one day or a weekend pursuant to subdivision (c) of Section 37223. [EC 48264.5]

Independent Study

This program is provided to enable the student to keep current with grade level studies for a period of absence not due to hospitalization or extended illness. Parents should contact the office no later than two weeks prior to the anticipated absence in order to complete the proper paperwork and to allow the teacher sufficient time to prepare materials for the student. The minimum period of time for any independent study option shall be five consecutive school days. If independent study is

running concurrent with any school vacation, the time including vacation days shall not be more than 15 days total.

Notice of Alternative Schools

California state law authorized all school districts to provide for alternative schools. Section 58500 of the 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 or her desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by him or her totally and independently or may result in whole or in part from a presentation by his or 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 Board of Trustees of the district to establish alternative school programs in each district. [EC 58501]

Conduct & Discipline

Possession of Mobile Devices and Other Electronic Signaling Devices

The Union School District reserves the right to define the educational value of any electronic wireless communication device.

Possession of family-owned mobile devices (not district issued Chromebooks) is allowed for elementary and middle school students subject to the following rules and regulations. Students may carry a mobile device to school and at school-sponsored activities. Mobile device usage during school hours is up to the direction of school administrators and or teacher/staff. Mobile devices should not create a distraction or disruption.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. Distracting behavior creates an unsafe environment and will not be tolerated.

It is a student's responsibility to ensure that mobile devices are turned off and out of sight during unauthorized times. If disruption occurs, an employee may direct the student to turn off the device and confiscate the device until the end of the school day or activity. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including confiscation and return of the mobile device to the student's parents and/or revocation of the privilege of carrying the mobile device at school, as well as suspension.

Students shall be personally and solely responsible for the security of their mobile devices. The Union School District shall not assume responsibility for theft, loss, or damage of a mobile device. Parents of students wishing to possess mobile devices on campus shall sign their permission and acknowledgement of the above on the appropriate Request for Possession of Mobile Device Form and submit the paperwork to the school site the student attends.

Ensuring a Safe and Orderly Learning Environment for All

Union School District is committed to ensuring that all students develop the skills and attitudes essential for success in school and in a diverse society. To meet this goal, we must provide a school climate that is free from harassment in any form. Children have the right to flourish in a safe and orderly environment.

Impersonation on the Internet

Pretending to be a real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [BP 5131.2, Adopted November 14, 2016; EC 48900; Penal Code 528.5]

Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; Penal Code 11165.6]

Parent Responsibility

Parents or guardians are liable for all damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents' or guardians' liability may be as much as \$18,300 in damages and another maximum of \$10,000 as adjusted annually by the California Department of Education for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [EC 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5]

Grounds for Suspension or Expulsion

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

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 110535) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "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.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager of a communication, including, but not limited to any of the following:
 - (i) A message, text, sound, video, or image.
 - (ii) A post on a social network Internet website, including, but not limited to:
 - (l) Posting to or creating a burn page. "Burn page" means an Internet website created for the purpose

of having one or more of the effects listed in paragraph (1).

- (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (ii) An act of cyber sexual bullying.
- (I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
- (II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) Reasonable pupil means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period, whether on or off the campus.
 - (4) During, or while going to, or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

- (v) For a pupil subject to discipline under this section, a Superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities. (EC 48900)

Additional Grounds for Suspension or Expulsion

A Student:

1. Makes terrorist threats against school officials and/or school property, or both.

A student in grades 4-12:

1. Engaged in sexual harassment as defined in Education Code 212.5.
2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233.
3. Intentionally engaged in harassment, threats or intimidation against district personnel or student 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. [EC 212.5, 233, 48900.2, 48900.3, 48900.4, 48900.7]

Expulsion of Students with Disabilities

Following special circumstances, school personnel may remove a student with disabilities to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability, in cases where a child – (i) carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a State or local education agency; (ii) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local education agency; or (iii) has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency.

Not later than the date on which the decision to take disciplinary action is made, the local educational agency shall notify the parents of that decision, and of all procedural safeguards accorded under this section. [Section 1415 of Title 20 of the United States Code]

Student Services

Child Find Systems

The school district follows federal regulations outlined by Individuals with Disabilities Education Act (IDEA), to identify, monitor and assess students for whom a category of special education eligibility is suspected. [EC 56301]

Services to Disabled Pupils

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, write the school. Your child may be evaluated to determine whether he/she is eligible for free special instruction or services, according to the Student Study Team and Response to Intervention process.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, or enrolled in public or private schools in order to provide a free and appropriate education. [EC 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

504 Procedures – Attention Deficit and Hyperactivity Disorders

If a student with attention deficit disorder and/or hyperactivity is not found to be eligible for special education and related services, the pupil's instruction will be provided in the regular education program, with coordination with special education for appropriate instructional interventions. Regular education teachers are/will be trained to be aware of these disorders, their signs in the classroom, and adaptations that are to be implemented in the regular education. Each local district within the SELPA has developed, distributed, trained and implemented the appropriate 504 procedures within each school. A 504 student with attention deficit disorder and/or hyperactivity may be found eligible for special education services by meeting state or federal eligibility criteria per Title V of the California Code of Regulations and/or IDEA. If such a student is eligible, he/she is entitled to special education and related services.

Student Lunch Program

Your child may be eligible for free or reduced cost lunch or breakfast at some school sites. An application will be sent to all students' homes. [EC 49510 – 49520]

Academic and Non-Academic Courses, Classes, Electives, Activities, Sports, and Related Facilities

State and federal policies require academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities be available to all students without regard to their gender or gender identity, and irrespective of the gender listed in their records. Beginning in 7th grade staff will not counsel students into programs, courses, or careers based on their gender or gender identity. [EC 221.5; Government Code 11135, 11138; Title IV, Title IX of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; California Interscholastic Federation (CIF) 300D]

Student Use of Technology

The Union School District believes in the educational value of electronic services and recognizes their potential to support the curriculum and student learning as well as to promote communication among staff in the Union School District. It is the goal of the Board of Trustees in providing this service to promote educational excellence by facilitating resource sharing, innovation, collaboration and communication.

The Board of Trustees recognizes that electronic information resources offer access to computers and people throughout the world. Students and staff have on-line access to a variety of sources, research and information databases, communication formats on a wide variety of topics and much more.

While electronic information resources offer tremendous opportunities of educational value, they also offer avenues to persons with unethical or illegal purposes for reaching students, teachers, and others.

The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. The use of a school account must be in support of education and research and consistent with the educational objectives of the Union School District. The district electronic mail system (e-mail) provides an additional choice for effective communication and sharing within the District. Information transmitted through the District e-mail system should be confined to use by district staff who have received training and are licensed users.

Transmission of any material in violation of any US, state, or international law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The Union School District Board of Trustees has developed an acceptable use policy and a program that communicates this policy and its administrative regulations to students, staff, and parents. [BP 6163.4]

21st Century Learning Environments

The Union School District is a Google Apps for Education (GAFE) district. Teachers and Students utilize GAFE and other online Web 2.0 tools to build 21st Century Learning environments focused on Communication, Collaboration, Creativity and Critical Thinking. Students may use District GAFE accounts and approved educational Web 2.0 tools on the District's network under the direct supervision of their teacher.

Students will be assigned an official District GAFE account name. This account name will look like an email address (@unionsd.org) but email will not be enabled by default. Based on grade level appropriateness and educational requirements, email may be enabled on this account and serve as the student's official school email address.

Online tools are integral to the instructional activities in the classroom however many of these programs can be accessed outside of school as well. Any use of accounts associated with the unionsd.org domain is bound by the same rules and guidelines as use of a Union student account on the Union network. It must always be used for educational purposes just as if the student were in school.

Parents assume responsibility for the supervision of the Internet use outside of school. Parents are encouraged to discuss family rules and expectations for using Internet based tools, including Google Apps for Education.

Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to the school. For more information on learning about digital citizenship, visit Common Sense Media at www.commonsensemedia.org/educators/educate-families/tip-sheets.

Several laws govern student use of the Internet and online applications in schools.

The Child Internet Protection Act (CIPA) requires the district to have technology measures and policies in place to prevent students from accessing harmful materials including obscene and pornographic content. You can read more about CIPA here – www.fcc.gov/cgb/consumerfacts/cipa.html.

The Children's Online Privacy Protection Act (COPPA) applies to commercial companies and limits their ability to collect personal information from children under 13. This agreement allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. You can read more about COPPA here – www.ftc.gov/privacy/coppafaqs.shtm.

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student educational records and gives parents rights to review student records. You can read more about FERPA here – www2.ed.gov/policy/gen/guid/fpco/ferpa.

School Accountability Report Card

The School Accountability Report Card is available on request, and is available on the Internet at www.unionsd.org. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 52056]

Pupil Fees

Families and students should not have to pay fees for most items related to public education. However, there are some exceptions. In fact, there are four types of fees identified in the Education Code:

Pupil Fees: There can be no fees or deposits collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.

Educational Activity Fees: No fees can be collected for student participation in event or activity that is an essential part of a student's education including, but not limited to, curricular and extracurricular activities, transportation to extracurricular events. There can be no fees for registering or participating in regular or extra classes.

Voluntary Donations: While voluntary donations may be suggested for activities, no student may be denied participation based on the family's ability to make a donation.

Fees may be required (exceptions): By law, there are exceptions when a parent may be required to pay a fee. These include, but are not limited to, transportation, events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, materials used in a career class like woodshop or sewing. The Uniform Complaint Procedure can be used regarding pupil fee compliance.

[EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38082, 38084, 38118, 38120, 39801.5, 39807.5, 42605, 48052, 48053, 48904, 49010, 49011, 49063, 49065, 49066, 51810, 51811, 51815, 52373, 52612, 52615, 52920-52922, 60070, 60410; 5 CCR 430, 4610, 4630; 8 USC 1184; Government Code 6253]

Suicide Prevention

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. [EC 215]

Annual Notice of Physical Education

Union School District strives to provide the highest quality educational experience for our students. Included in that is a high quality physical education (P.E.) program in our elementary schools. California

Education Code governs how much P.E. is taught in each classroom. As per California Education Code 51210(g), first through sixth grade teachers are required to teach 200 minutes of physical education over 10 instructional days. It is at the discretion of the classroom teacher as to how and when these minutes are distributed over this time frame. We are providing this notice to inform parents/guardians that, if they have questions regarding P.E. minutes, they should first contact their child's teacher or principal. If they are not satisfied with the school's response, they may contact the Director of Learning & Innovation. If there is an interest in filing a formal complaint with the school regarding P.E. minutes of instruction, parents are to use the District's Uniform Complaint Procedures. Forms are available at each school, the District Office and on the www.unionsd.org website.

Health Services

First Grade Physical Exam

State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file with the school district a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [Health and Safety Code 124085, 124100, 124105]

These services may be available to you at low or no cost to you through the following organizations:

Indian Health Center of Santa Clara Valley
1333 Meridian Ave., San Jose, CA 95125
408-445-3400

Or

Valley Health Connection
(various Locations) must call for appointment
888-334-1000

Kindergarten and/or First Grade Oral Health Assessment

Parent or guardians must have their child's oral health assessed by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. However, the state budget crisis has given districts flexibility in collecting this data. [EC 49452.8]

The following resources can help you complete this requirement:

1. Medi-Cal/Denti-Cal at 800-322-6384, www.denti-cal.ca.gov;
2. County Health Department
<http://www.dhcs.ca.gov/services/medi-cal/Pages/CountyOffices.aspx>;
3. Healthy Families at 800-880-5305,
<http://ehealthinsurance.com/california-health-insurance/public-programs/healthy-families-california/>.

Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. All advancing students, new students, or transferring students, in Transitional Kindergarten, Kindergarten, and grades 7 through 12 must be fully immunized in order to attend school for the 2018-19 school year.

Beginning January 1, 2016, parents of students in any school are no longer allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the

next grade span at kindergarten (including transitional kindergarten) or 7th grade.

If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration. [EC 49403 & 48216; Health and Safety Code 120325, 120335, 120370, 120375]

Medication

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver annually submits a written statement indicating his/her desire that the school district assist his/her child in taking the medication or allow the student to self-administer medication. This includes allowing a school staff member to volunteer to administer epilepsy seizure medication to a student. The letter gives permission to the district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. [EC 49423, 49423.1, 49480]
3. No medication, including herbal remedies or other over-the-counter drugs, will be stored or dispensed at school without written authorization from the physician and parent.

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the District designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480]

Emergency Treatment for Anaphylaxis

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. [EC 49414]

Physical Examinations

If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451 and 20 USC 1232h]

Vision and Hearing Appraisal

Hearing tests shall be conducted after your child is enrolled. An authorized person will check your child's vision after enrollment and at least every three years thereafter, between grades kindergarten through 8. Both of these tests will be administered unless you annually present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. Students may also be screened if the teacher, parent, or school nurse suspect a vision or hearing issue. [EC 49451, 49452, 49455]

Confidential Medical Services

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent

or guardian. School districts are permitted to grant such excuses, but are not required to do so. Union School District does not grant such excuses. [EC 46010.1]

Concussion and Head Injuries

On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course. [EC 49475]

Medical and Hospital Insurance for Students

The Union School District does not provide medical, accident or dental insurance for pupils injured on school premises or through school activities. In accordance with Education Code Section 49472, the District is making available an optional low-cost medical/dental accident insurance program. The purpose of this plan is to provide assistance at a minimum cost to meet some of the expenses for accidental injury. The plan does not provide unlimited coverage, but does offer substantial assistance in the event of injury. Please visit your child's School Office to obtain a detailed brochure/application, or contact (408) 377-8010 ext. 44202. [EC 49472]

Under state law, school districts are required to ensure that all members of the school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families (888) 747-1222. [EC 32221.5]

Drug, Alcohol, and Tobacco Use Prevention

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco or nicotine product on District premises or as a part of any of its activities is strictly prohibited. [EC 48900]

Tobacco Free Campus

The district prohibits the use of tobacco or electronic e-cigarette products any time in district-owned or leased buildings, on district property, in district vehicles, and prohibits the disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area (does not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area). [Health & Safety Codes 104420, 104495 & 14559]

Instruction, Curriculum & Personal Beliefs

Career Counseling & Course Selection

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions. [EC 221.5(d)]

District Courses

Annually the district prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available on request at each school site and may be reproduced at cost. [EC 49063, 49091.14]

Comprehensive Sexual Health and HIV/AIDS Prevention

In the California Comprehensive Sexual Health and HIV/AIDS prevention classes written and audio-visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your child not attend these classes. You may withdraw this request at any time. During inspection of materials, parents or guardians may make copies at the school of

any written educational material that will be distributed to pupils, if it is not copyrighted and has been or will be presented by an outside consultant or guest speaker. Districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers at least 14 days prior to the dates of the class or assembly.

Contractor's material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use is the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class students in grades 7-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any of all of the above activities. Copies of Education Code Section 51938 and 51934 can be requested from your district or can be obtained online at www.leginfo.ca.gov. [EC 51930-51939; Health and Safety Code 151000]

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255 et seq]

Educational Equity: Immigration and Citizenship Status

All persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members.

English Learners Identification Notice

Parents are to be notified by schools that in addition to the child's English proficiency status, for which they are notified using the English Language Proficiency for Assessments for California (ELPAC), and they are to be notified that their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner". [EC 313.2]

Excused from Instruction due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request. [EC 51240]

Tests/Surveys on Personal Beliefs

When a student participates in a survey regarding information about beliefs and practices, school officials and staff members, it shall not request or disclose the student's identity. Notwithstanding the above requirements, the District may administer to students in grades 7-8, anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about the student's attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request that their child not participate. [EC 51513; 20 USC 1232h]

School Records and Student Achievement

Pupil Records

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. In some instances information about your child may be released to District staff, lawyers, after school program operators, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school site by the principal. There is someone to help interpret the materials. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same locations as the records. District policy sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental education services. You may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the Superintendent challenging the records. You can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the Superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have different view, your view can be included in the student's records. [EC 49063, 49069, 34 CFR Part 99.7; 20 USC 1232g]

For a smoother transition, through a relationship established with the Department of Defense and the California Department of Education, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. [EC 51250]

Release of Directory Information

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information includes student's name, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and school of attendance. You may have the district withhold any of this information by submitting a request in writing. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073, 56515, FERPA]

School Bus Safety

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

At the beginning of the school year, "Bus Safety Rules" are distributed to all parents of students who receive SDC services and ride the school bus in order for them to review these rules with their child prior to the start of the school year. [EC 39831.5]

School Rules

Each school district may prescribe procedures to provide written notice to pupils and parents/guardians regarding school rules and procedures. School sites may adopt rules and procedures established by school committees with specific membership and filed with the Board of Trustees. Parents/guardians will be notified regarding the

availability of site and district rules as well as procedures pertaining to discipline. [EC 35291]

School Safety Plan

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall report it publicly. Plans should, among other things, provide guidance for the prevention of bullying, and key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. {EC 32281, 32282.1, 32286, 32288, 32289}

Discrimination, Protections, Complaints & Procedures

All pupils have the right to participate fully in the educational process, free from discrimination and harassment. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity and ensure safe school sites.

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected individual or group including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, religion, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program, or activity that receives or benefits from local, state and federal financial assistance.

Safe Place to Learn Act

District policies prohibit discrimination, harassment, intimidation, and bullying at all school sites and school activities based on actual or perceived characteristics: mental or physical disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. When safe to do so District employees must intervene when they see discrimination, harassment, intimidation or bullying. The District Uniform Complaint Procedure may be used to file a complaint. Contact the District's Compliance Officer for assistance. [EC 220, 234.1; BP 5145.7]

Sexual Harassment

The Board of Trustees is committed to maintaining a safe school 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. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of

the same sex and could involve sexual violence

2. A clear message that students do not and should not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

[BP 5145.7, Adopted November 14, 2016; EC 200-262.4, 48900, 48900.2, 48904, 48980; Civil Code 51.9, 1714.1; Government Code 12950.1; 5 CCR 4600-4687, 4900-4965; 20 USC 1221, 1232g, 1681-1688; 42 USC 1983, 2000d-2000d-7, 2000e-2000e-17; 34 CFR 99.1-99.67, 106.1-106.71]

Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnicity, race, ancestry, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

The District shall promote programs that ensure non-discriminatory practices in all District activities. The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; 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. The coordinator/compliance officer(s) may be contacted at:

Steve Burrell, Assistant Superintendent of Human Resources
Union School District
5175 Union Avenue, San Jose, CA 95124
(408) 377-8010

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety Plan, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Intimidation, Bullying, Pupil Fees, Civil Rights Guarantees that receive state or federal financial assistance, Williams Settlement issues, School Safety Plan, Safe Place to Learn, and other areas designated by the District. [EC 200, 201, 220, 234, 260 et seq., 262.3, 49010-49013, 56500.2, 56501; Penal Code 422.55; 5 CCR 4600-4687; Civil Code 51-53; Government Code 11135, 12900; Equal Opportunities Act (20 USC 1701); Title VI of the Civil Rights Act (42 USC 1981), Title IX of the Civil Rights Act (20 USC 1681-1688); Section 504 of the Rehabilitation Act (29 USC 794(a)); Individuals with Disabilities Education Act (IDEA); (42 USC 2000d, 2000e, 2000h); 34 CFR 106.9]

District's Uniform Complaint Process

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employees' issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student may be filed within 12 months of the occurrence. Complaints regarding pupil fees may be filed anonymously and with the principal. If a complaint regarding pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Complainants are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure (UCP) should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The complaint officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Trustees.
6. If you are not satisfied with the results the complainant has 15 days of receiving the LEA decision, to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation,

attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse – Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission

General Education – this school district

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education

[20 USC 7114(D)(7), 20 USC 11138; 34 CFR 300.510-511, 300.513; EC 232.262.3, 33031, 33032, 33381, 48985, 56000, 56885, 59000-59300, 64000(a); 5 CCR 4600; 5 CCR 4620-4632]

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, teacher vacancies or misassignments. [EC 35186]

Williams Settlement Complaint Procedure

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's website at www.unionsd.org, but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this website, www.cde.ca.gov/re/cp/uc. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same time frame.
8. If unsatisfied with resolution a complainant may describe the complaint to the Board of Trustees at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county Superintendent and the local Board of Trustees in public session making it part of the public records. [EC 35186, 48985]

Notice of Security Cameras

The Board of Trustees recognizes its responsibility to promote and foster school safety and to help create a safe and effective learning environment. After having carefully considered and balanced the

rights of privacy with the District's duty to promote discipline, health, welfare and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board supports the use of surveillance cameras in its schools.

District surveillance cameras will be used in areas deemed appropriate by the Superintendent, but will not be used in locations where confidential or private activities/functions are routinely carried out (e.g., bathrooms, locker rooms, changing rooms). Audio recordings shall not be utilized by District officials for surveillance purposes: such prohibition does not preclude the use of audio records by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

Any video recording used for surveillance purposes on school property, shall be the sole property of the District. All video recordings will be secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Release of such videos will be made only as permissible pursuant to applicable law.

Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the district's use of the surveillance cameras. Students and staff will receive additional notification, as appropriate, regarding the use of surveillance cameras in the schools, school buses and on school grounds. Such notification may include, but is not limited to, publication in the employee, site, and student handbook. The Superintendent or designee is directed to develop appropriate regulations to implement this policy.

Miscellaneous

Competitive Athletics

Each school site that offers competitive athletics shall publicly make available at the end of the school year on their school website the following information:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level. [EC §221.9]

Free and Reduced-Price Meals

Free or reduced-price meals are available at school for pupils whose parents/guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through the school office or at the District's Child Nutrition Services Department or on the District's website at www.unionsd.org. [EC 49510]

Pupil Meals - Child Hunger Prevention Act of 2017

The Union School District has a Meal Charge Policy about how students who pay the full or reduced cost of a school meal are impacted by not having enough cash on hand or in their account to purchase a meal. The meal charge policy may be viewed at www.unionsd.org or for a copy of the policy, please contact the District's Child Nutrition Services Department. [EC 49557.5]

Management Plan for Asbestos-Containing Material

The District has available upon request a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 CFR 763.93]

Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds.

Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility. You must register annually with the District to receive notification. Please contact the Maintenance & Operations Department at 408-377-8010, ext. 44215 if you would like to be placed on the

notification list. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [EC 17612, 48980.3]

Product	Active Ingredient
Advance ant bait	Abamectin B1
Alpine	Dinotefuran
Avert roach bait	Abamectin B1
Cirkil CX and RTU	Cold Pressed Neem Oil
Contrac rodent bait	Bromadiolone
Diuron 80 Herbicide	Diuron
Dragnet SFR (or Tengard Genaric)	Permethrin 0.5%
Eco-Exempt Dust	Clove oil + plant oils
Eco-Exempt IC2	Clove oil + Plant oils
Gentrol	Hydroprene
Maxforce FCant bait gel	Fipronil 0.01%
Maxforce Grannules	Hydramethylnon 1.0%
Maxforce FC roach gel	Fipronil 0.01%
Mecomec 2.5 Turf Herbicide	Mecoprop (MCP)
Nibor-D	Disodium Octaborate
Nyguard IGR	Pyridine
Oust Herbicide	Sulfometuron methyl
PT565 + Aerosol	Pyrethrins + Allethrin
Pyganic	Pyrethrins
Roundup Pro	Glyphosate 1-2%
Simizine 90 DF	Simizine
Speedzone Herbicide	Dicamba/2-4D/mcpp
Suspend SC insect	Deltamethrin 0.02%
Tempo 20 WP	Cypermethrin
Termidor SC	Fipronyl 0.06^
Wasp Freeze aerosol	Allethrin + Phenothrin

Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [EC 48209.13, FERPA, 34 CFR Section 99.7(b)]

2018-19 Media Consent

Staff, students, community partners and members of the news media, including newspaper photographers and television camera operators may photograph district or school-wide events, assemblies, community activities and/or interview children. Pictures and/or videos may be displayed at the school, on school and district websites, in school and district social media posts, in the local newspaper, school newsletters, the Union School District School Bell publication or on local television. Except for a media request on a controversial matter about which we would notify you separately, this permission will cover the entire school year.

Please complete and return the below media opt-out form or visit <http://www.unionsd.org/apps/pages/socialmedia> and complete the online media opt-out form if you do not give permission for your child to be recorded and/or photographed.

2018-19 Media Opt-Out Form

The Union School District is making a concerted effort to promote the positive activities, honors, and work of our staff and students. This includes working with the local newspapers, radio, and television stations as well as our own publications. These publications include information, likenesses, and images, which may appear on the district web site, brochures, newsletters, school and district social media posts, as well as in other publications. The photographs, video, and audio recordings used in these publications may include your student's photograph, name, audio recording and/or video image.

Please note that your child's image or likeness may appear in occasional candid photos without name or school identification and the use of these candid photos of your child is permissible.

MEDIA OPT-OUT FORM

IF YOU WISH YOUR CHILD **NOT TO BE INCLUDED IN SCHOOL PHOTOGRAPHS OR VIDEOS**, PLEASE MARK THE APPROPRIATE SELECTION BELOW, SIGN AND RETURN TO YOUR SCHOOL'S OFFICE.

(Please use a separate form for each child)

Student Name: _____ Grade: _____

Parent Name: _____

_____ I request that you do not record or photograph my child. I understand that this does not apply to candid unidentified shots, yearbook photos, or group pictures taken during extracurricular activities.

_____ Because of special circumstances, I ask that my child's likeness not appear in any publication, including candid shots, yearbook photos or group pictures taken during extracurricular activities. My child is aware of my request and will make every effort to exclude his/her self from such shots.

ONLY SIGN AND RETURN THIS FORM IF YOU DO NOT WISH YOUR CHILD TO BE INCLUDED IN SCHOOL PHOTOGRAPHS OR VIDEOS.

Parent/Guardian Signature: _____ Date: _____

If you wish to change these choices at any time, please contact your school's office.

2018-19 District Calendar

UNION SCHOOL DISTRICT
2018-19 CALENDAR

JULY 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
#	16	17	18	19	20	21
#	23	24	25	26	27	28
#	30	31				

AUGUST 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018

S	M	T	W	T	F	S
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#	22	23	24	25	26	27
#	29	30	31			

NOVEMBER 2018

S	M	T	W	T	F	S
				1	2	3
4	(5)	(6)	7	(8)	(9)	10
11	12	(13)	14	(15)	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019

S	M	T	W	T	F	S
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#	14	15	16	17	18	19
#	21	22	23	24	25	26
#	28	29	30	31		

FEBRUARY 2019

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	(7)	(8)	9
10	(11)	(12)	13	(14)	(15)	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
#	15	16	17	18	19	20
#	22	23	24	25	26	27
#	29	30				

MAY 2019

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

Legal Holidays

July	4	—	Independence Day
September	3	—	Labor Day
November	12	—	Veteran's Day
November	22	—	Thanksgiving Day
December	25	—	Christmas Day [26]
January	1	—	New Year's Day [12/29]
January	21	—	Martin Luther King, Jr. Birthday
February	18	—	Presidents' Day Observed
February	22	—	Lincoln's Birthday Observed
May	27	—	Memorial Day

Key:

Summer School -TBD	
New Teacher Work Days	
Teacher Work Days-185	
First Day of School	
Staff Development Days	
Ext. Wed. Collaboration (1/30, 5/29)	
Elem. Parent/Teacher Conferences	
Last Day of School	
Schools Closed	
Board Meetings	

180 days - Student Instruction

Local Holidays

November 19 - 23	—	Thanksgiving Week Break
Dec. 21 - Jan. 4	—	Winter Break
February 18 - 22	—	Presidents' Week Break
April 8 - 12	—	Spring Break
April 12	—	Classified Holiday in Lieu of Admissions Day

Schools Closed for Breaks

Quarters

1st - October 18
2nd - January 11
3rd - March 29
4th - June 7

Trimesters

1st - November 9
2nd - March 1
3rd - June 7

Board Approved 1/22/18

2018-19 Student Acceptable Use Agreement Policy (AUAP)

Students' use of technology resources in the Union School District (USD) must be for educational purposes only. Students using school technology resources must abide by this Student Acceptable Use Agreement Policy (AUP). Following these policies is necessary for continued access to the school's technology resources

Students must:

<p>Respect and protect the privacy of others.</p> <ul style="list-style-type: none"> ● Use only assigned accounts. ● Do not view, use, or copy passwords, data, accounts, or networks to which you are not authorized. ● Do not distribute private information about others or yourself. <p>Respect and protect the integrity, availability, and security of all electronic resources.</p> <ul style="list-style-type: none"> ● Observe all network security and computer use rules, as posted. ● Report security risks or violations to a teacher or appropriate staff member. ● Do not destroy or damage data, networks, hardware, software, or other resources that do not belong to you. ● Do not change any computer configurations or change any other student's files. <p>Respect and protect the intellectual property of others.</p> <ul style="list-style-type: none"> ● Do not infringe copyrights (do not make illegal copies of music, clipart, games, or movies). ● Do not plagiarize (copy the work of others, claiming that it is your own work). ● Do not download software or programs on the computer without permission. 	<p>Respect and practice the principles of community.</p> <ul style="list-style-type: none"> ● Only communicate in ways that are kind and respectful. ● Report threatening or inappropriate materials to a teacher or appropriate staff member. ● Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as text or pictures that are inappropriate, threatening, rude, discriminatory, or meant to harass: i.e., cyberbullying). ● Do not intentionally access, transmit, copy, or create material that is illegal (for example, making illegal copies of copyrighted works). ● Do not use district technology resources in any way that will lead to other criminal acts, or will violate the school's code of conduct. ● Do not send spam, chain letters, or other mass unsolicited mailings. ● Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project. ● Do not access and/or play games on the Internet unless specifically allowed by a teacher. ● Students may not check or send personal email using school computers. ● Do not share sensitive personal information, including address and telephone information.
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These rules also provide a good framework for your student's use of computers at home, at libraries, or anywhere. For more information, see www.cybercrime.gov.

Consequences for Violation

Failure to follow these rules may result in disciplinary action, including the loss of student privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators monitor the use of the district's information technology resources to ensure that these policies are followed. Administrators and their designated employees reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Web Filtering

The Union School District is using a web filter to block websites, including social networking sites, and content that matches pre-defined content categories. District staff periodically review the web filter logs for violations of the student AUAP. The District will not monitor student social networking sites. (EC 49073.6)

The District's web filter provides Internet filtering on District-issued Chromebooks when used outside of school, regardless of the network being used. It will also work in combination with a home filtering solution. It is important to recognize that no web filter is capable of blocking all objectionable content all of the time.

If you have questions or concerns regarding the District web filter, please email help@unionsd.org. Additional information is available on the District website at <http://futureready.unionsd.org/>.

2018-19 Acknowledgement of Receipt of Parent Rights

Dear Parent or Guardian:

As required by law, I wish to notify you, as parents and/or guardians of students enrolled in our schools of your rights and responsibilities. I ask, therefore, that you please take time to carefully review the information in this booklet. After you review, please sign and return to your child's school this parent/guardian acknowledgment indicating you have received and reviewed these materials.

Sincerely,
Denise Coleman
Superintendent

Your signature does not indicate consent to participate in any particular program.

Student's Name: _____

Student's Signature: _____

School: _____

Teacher: _____

Grade: _____ Room: _____

Signature: _____
(Parent/Guardian Signature) Date

2018-19 Student Accident Insurance

I understand Union School District does not provide medical insurance for student injuries, but does make voluntary student insurance available. I have received the information about this program (page 11).

My student's name is: _____

Signature: _____
(Parent/Guardian Signature) Date

Please complete and sign this page and submit this page to your child's teacher.