

**ANNUAL NOTIFICATION
OF PARENT OR GUARDIAN
2019-2020**



San Carlos School District

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KEY TO CODE AND REGULATION SECTION ABBREVIATIONS

<i>Abbreviation</i>	<i>Complete Title</i>
EC	California Education Code
CC	Civil Code
5 CCR	Title 5, California Code of Regulations
HSC	California Health and Safety Code
PC	California Penal Code
VC	California Vehicle Code
WIC	California Welfare and Institutions Code
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, Code of Federal Regulations
USC	United States Code

SUMMARY OF NOTIFICATIONS 2019-2020

Special thanks to:

*LACOE Charter School Office for their assistance in providing the
recommendations for charter schools.*

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Acceptable Use of Technology

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

Asbestos Management Plan – 40 CFR 763.93

The San Carlos School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the District Office at 650-508-7333.

Attendance Options/Permits – EC 48980(h)

Compulsory School Attendance - EC 48200, 48400

All children between the ages of 6 and 18 years of age are subject to compulsory full-time 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.

The Governing Board has established school attendance boundaries in order to maximize the efficient use of District facilities and effective administration of district schools. These boundaries are known as Board Adopted Neighborhood Zones (BANZ). Students residing in a particular BANZ have a greater chance of enrollment in the school assigned to that BANZ. However, residing within a BANZ is not a guarantee of enrollment in a particular school. The Superintendent (or designee) shall periodically review school attendance boundaries and, as necessary, make recommendations to the Board for boundary adjustments, based on enrollment patterns, facility capacity, school feeder patterns, federal, state or court mandates, community input, student safety, community and neighborhood identity, geographic features, traffic patterns and other factors determined by the Board.

Enrollment Priorities and Transfers New TK-8 students or currently enrolled students seeking transfers will be placed at SCS D schools through a lottery process. Students already enrolled in a specific school who wish to remain in that school until promoted out of the grades served at that school are exempt from these procedures. S/he does not have a priority right to voluntarily transfer to another school within the district. Transitional kindergarten students enrolled at a specific elementary school within the District do not have the right to remain in that specific school, and may be assigned to a new elementary school within the District for kindergarten and/or first grade. Any student already enrolled in a specific district school who wishes to transfer to another school will be subject to the same enrollment preferences and procedures as new students in the District. Students who live within the boundaries of the district have a right to placement in one of the district schools. Once these students have been placed, the District will consider requests for out-of-district transfers to attend one of our charter schools. Every effort will be made to accommodate parents' requests to have a child attend a school of his/her choosing but no

guarantees can be made in these regards. The following enrollment preferences will be imposed to determine the priority order by which the district will hold lotteries for enrollment:

- 1) Newly enrolling students who live within the boundaries of SCSD (except Transitional Kindergarten students);
- 2) “Affiliated Families”- students living outside the boundaries of the SCSD but who currently attend (or whose sibling(s) attend) a SCSD school;
- 3) Students living outside of the District who attend a school on the State’s Open Enrollment Act list;
- 4) Students living in the city of San Carlos but who live outside the boundaries of the SCSD; and
- 5) All other residents of California

Intradistrict Open Enrollment - EC 35160.5(b) Residents of the San Carlos School District may apply to other schools within the District for their child to attend on a space available basis. Information on each school within the District is provided on the District’s website.

Interdistrict Attendance – EC 46600 *et seq.*

The Governing Board recognizes that parents of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district. The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of other districts. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a student will not have to reapply for an interdistrict transfer for the current school, and the school board of the district of enrollment must allow the student to continue to attend the school in which he/she is enrolled. The Superintendent shall be authorized to approve Interdistrict Transfer requests under special circumstances. Annually the Governing Board shall review out-of-district students and capacity to matriculate to next grade level school.

A student who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given the priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Open Enrollment Act Transfers – EC 48354

The Governing Board desires to offer a certain priority of enrollment to students attending underachieving schools on the State’s Open Enrollment Act list. Parents seeking to utilize this priority enrollment option must submit their application to the District prior to January 1 of the school year preceding the school year for which transfer is sought. The Superintendent is authorized to reject any such requests for priority enrollment under this policy on any legal grounds, including but not limited to those listed in Ed Code sections 48354 and 48356, the Board may deny a transfer out of or into the district upon a determination by the Board that the transfer would negatively impact a court-ordered or voluntary desegregation plan in accordance with Ed Code.

Availability of Prospectus – EC 49063 and 49091.14

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and

instructional goals for every course offered by the school. Please contact your principal for a copy of the prospectus.

Avoiding Absences, Written Excuses

The San Carlos School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments **after school or during school holidays**. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

A parent is required to notify the school of all absences. Following an absence, parent/guardian shall provide a satisfactory explanation verifying the reason for the absence. Illnesses, doctor and dental appointments are considered excused absences.

Tardiness

Children should be encouraged to be prompt as part of developing good habits. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Repeated tardies may lead to the student being designated as truant.

Truancy Definitions – EC 48260, 48262 and 48263.6

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205.

Arrest of Truants/School Attendance Review Boards – EC 48263 and 48264

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance and Review Board (SARB).

Chronic Absenteeism – EC 60901

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

California Assessment of Student Performance and Progress (CAASPP) – EC 60615

The District encourages all students to participate in state assessments per administrative regulation. However, parents do have the option to request exemption from testing. A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of any test

provided pursuant to Education Code section 60640 for the school year. If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil's records.

Career Counseling & Course Selection – EC 221.5(d)

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.

Child Abuse and Neglect Reporting – PC 11164 *et seq.*

The San Carlos School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e. Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the District Office at (650) 508-7333.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

Child Find System – EC 56301

The District is obligated to find and identify individuals with exceptional needs who reside in the District and to notify all parents of their rights.

Any parent suspecting that their child has a disability may request an assessment for eligibility for special education services by contacting the school directly. Parents and school staff will meet to discuss concerns and outline a plan through the Student Study Team (SST) process and referrals for assessment will be conducted as determined needed. Students also may be referred by educational staff and administrators for educational concerns.

Students are eligible for special education when assessment results demonstrate that the student's disability adversely affects educational performance and cannot be corrected without special education and related services.

The District works in coordination with the San Mateo County Special Education Local Plan Area (SELPA) to establish written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures are available by contacting the San Mateo County SELPA at 650-802-5464.

Civility on School Grounds – CC 1708.9, EC 32210

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

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

Concussion and Head Injuries – EC 49475

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. 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 initiates 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.

Custody Issues

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed retraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

Cyber Sexual Bullying – EC 234.2, 48900

“Cyber sexual bullying” is 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 with the purpose or effect of humiliating or harassing a pupil. A photograph or other visual recording 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. “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.

Pupils engaging in “cyber sexual bullying” will be subject to disciplinary action by school officials and may be prosecuted by law enforcement.

Dangerous Objects

Laser Pointers - PC 417.27

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

Imitation Firearm – PC 12550, 12556

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

Directory Information – EC 49073

“Directory Information” includes one or more of the following items: student’s name, address, telephone number, e-mail address, date of birth, participation in officially recognized activities and sports, dates of attendance, and the most recent public or private school attended by the student. The District has determined that the following individuals, officials, or organizations may receive directory information: San Carlos Education Foundation (SCEF), San Carlos Parent Teacher Association (PTA), school-based parent organizations, SMART-E, Healthy Cities Tutoring, Social Service and police departments.

No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil’s directory information. Directory information regarding a pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

Notification

The District plans to release the directory information to the following organizations, including but not limited to, San Carlos Education Foundation (SCEF), San Carlos Parent Teacher Association (PTA), school-based parent organizations, SMART-E, Healthy Cities Tutoring, Social Service and police departments. This notification shall also inform parents/guardians of their right to refuse to let the district share this information.

Parent/Guardian Consent

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing at least one week prior to the first day of school of the current school year that such information not be disclosed without the parent/guardian's prior consent. When a parent or guardian notifies the district after this day that they do not want their information shared, the district will implement the parent/guardian's request as soon as practically possible.

Dress Code/Uniforms – EC 35183, 49066

Pursuant to law, Board Policy 5132, and Administrative Regulation 5132, the District maintains a reasonable dress code. Without limitation, the following guidelines apply to all regular school activities: (1) shoes or sandals with straps are required at all times; (2) Clothing, jewelry and personal items shall be free of writing, pictures or insignia which are crude, profane, sexually suggestive, prejudicial, violent or bearing drug advertisement; (3) Hats or other head coverings are for outdoor wear; (4) Clothes shall be sufficient to conceal undergarments at all times; (5) Hair shall be clean and neatly groomed.

Coaches and teachers may impose more stringent requirements to accommodate the special needs of specific classes and/or sports and staff, students and parents may establish reasonable dress and grooming for special circumstances when students are engaged in extracurricular or special school activities.

No grades in physical education class shall be adversely affected if the student is unable to wear standardized apparel because of circumstances beyond the student's control (EC 49066).

Educational Equity: Immigration and Citizenship Status – EC 200, 220, 234.1, 234.7

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. Schools are to adopt a policy that prohibits and adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics. The superintendent of a school district or county office of education and principal of a charter school are to report to the governing board of local educational agency in a timely manner any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. Schools are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care unless the school is unable to arrange care through the use of emergency contact information or instructions provided by the student's parent or guardian. Governing boards or school are to provide information to parents and guardians as appropriate, regarding their children's rights to a free public education, regardless of immigration status or religious beliefs. School and school districts will adopt by July 1, 2018 model policies created by the California Attorney General, limiting immigration enforcement at public schools remain safe and accessible regardless of immigration status.

Educational Liaison for Foster Children – EC 48204, 48645.5, 48853, and 48853.5, WIC 317 and 16010

Requires the State Department of Education, in consultation with the California Foster Youth Education Task Force, to develop a standardized notice of the educational rights of foster children. Please contact the District Office at (650) 590-5935.

Electronic Listening or Recording Device – EC 51512

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

Electronic Nicotine Delivery System (e-cigarettes) – BPC 22950.5

The San Carlos School District prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all district property and in district vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which mean that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code.

Electronic Signaling Devices – EC 48901.5

The San Carlos School District or its individual schools may regulate the right of pupils to possess or use electronic signaling devices, including cell phones and pagers, during the school day or at school functions.

No student may be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil and the use of which is limit to the pupil's health.

Emergency Treatment for Anaphylaxis – EC 49414

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.

English Learners Identification Notice – EC 313.2

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), that they are to be notified that their child is long-term English learner or is an English learner at-risk of becoming a long-term English learner. Schools are required to send an alternative notice to comply with this requirement.

Entrance Health Screening – HSC 124085, 124100, and 124105

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

Excused Absences – EC 46014 and 48205

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

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

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

pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

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

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

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained by contacting the District Office at (650)508-7333.

General Parental Involvement - EC 51100

The District values and encourages parental involvement in a wide variety of means on each of our campuses as well as district-wide including but not limited to volunteering in the classroom, attending as a chaperone on field trips, participating on school site councils, participating in PTA events and meetings, serving on advisory committees (ELAC, LCAP, etc.). For more information on ways to participate in the District’s programs and activities, parents should contact their child’s teacher(s), school site administrator or contact the District Office.

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

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

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

Health Care Coverage – EC 49452.9

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, contact the District Office or go to <http://www.cde.ca.gov.ls.he.he>.

Homeless Youth Education – 42 US 11432, EC 48853, 49069, 51225.1 and 51225.2

The District is committed to supporting homeless children to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, as well as any other support needed throughout the school year. The District has an appointed liaison to ensure parents of homeless children are provided meaningful opportunities to participate in the education of their children. Please contact the District Office at 650-590-5935.

Immunizations – HSC 120325, 120335, 120338, 120365, 120370, and 120375

Students must be 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.

As of January 1, 2016 parents of students in any school, will no longer be 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 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunization records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization against one of the communicable diseases described above.

State law requires the following immunizations before a child may attend school:

- (a) All new students, in transitional kindergarten through grade 8, to the San Carlos School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.
- (b) All transitional kindergarten, kindergarten and 1st grade students must also provide proof of vaccination against hepatitis B.
- (c) All seventh grade students must also provide proof of a second measles-containing vaccine and a pertussis booster vaccine.

Free- or low-cost immunizations for children are available at Fair Oaks Health Center, 2710 Middlefield Road, Redwood City. Please call 650-364-6010 for appointment. For more information contact the District Nurse at 650-590-5944.

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

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

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

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

working days or less.

Lactating Pupils – EC 222

Lactating pupils are allowed reasonable time to accommodate the need to express breast-milk in a private and secure room, other than a restroom, without academic penalty, and access to a power source and a place to safely store expressed breast milk. A student may make a complaint to California Department of Education, via the following website, if still not accommodated, according to the law, after filing a complaint: <http://www.cde.ca.gov/re/cp/uc/>

Medical or Hospital Service – EC 49472

Services Not Provided

The School District does not provide or make available medical and hospital services for pupil who are injured in accidents related to school activity or attendance. However, the District staff may summon Emergency Medical Services by calling 911.

Confidential Medical Services – EC 4601-0.1

School authorities may excuse any pupil in grades 7 and 8 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

Medical Records Sharing – HSC 120440

Requires a school district planning to provide information from pupils' medical records to an immunization system to inform students or parents or guardians of the following:

1. Medical information may be shared with local health departments and the State Department of Health Services
2. The name and address of the State Department of Health Services or of the immunization registry with which the school will share the information
3. Information shared with local health departments and the State Department of Health Services will be treated as confidential and will only be used to share with each other, and, upon request, with health care providers, schools, child care facilities, family child care homes, WIC service providers, county welfare departments, foster care agencies, and health care plans
4. The providers, agencies, and institutions will, in turn, treat the shared information as confidential, and shall use it only as specified
5. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it
6. The student or the parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both.
7. After refusal, a physician may maintain access to this information for the purposes of patient care or protecting the public health. After refusal, the local health department and the State Department of Health Services may maintain access to this information for the purpose of protecting the public health

Students, parents or guardians may refuse to permit record sharing. If you wish to opt out, please contact the District Office at (650) 508-7333.

Medication Regimen – EC 49480

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

Administration of Prescribed Medication for Pupils – EC 49423 and 49423.1

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medications as set forth in the physician statement.

Administration of Epilepsy Medications – EC 49414.7

If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the pupil suffers a seizure when a nurse is not available.

Parents should consider the following:

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC 49480)
3. If your child must take medicine while at school, the parent and healthcare provider must complete and submit to the school office a "Medication Authorization Form." Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC 49423)
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day in the original pharmacy labeled container. You or another adult must deliver the medicine to school except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicine policy of your child's school.

Megan's Law – PC 290 *et seq.*

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/> . The website also provides information on how to protect

yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

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

Appendix A reflects the District calendar which all schools follow. However, selected minimum days differ by school site in alignment with special events (e.g. Open House and back to school nights). These will be made available by June 30th of the preceding school year.

Nondiscrimination Statement

The San Carlos School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, immigration status, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the District Office at (650) 508-7333.

Notice of Alternative Schools – EC 58501

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

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

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

authorizes interested persons to request the governing board of the district to establish alternative school programs in each district

Oral Health Assessment – EC 49452.8

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

Pesticide Products – EC 17612 and 48980.3

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the District Office at (650)508-7333. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application, an internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

Physical Examination – EC 49451

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists. Physical examinations that schools are required to conduct include sight and hearing testing under EC 49452 and scoliosis screening under EC 49452.5. As indicated in EC 49451 and 20 USC 1232h a parent or guardian may file a waiver of the examination requirement based on personal belief.

Property Damage – EC 48904

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

Pupil Meals – EC 49557.5

The San Carlos 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. For a copy of the meal charge policy please contact the District Office at (650) 508-7333.

Pupil Records – EC 49063 and 49069, 34 CFR 99.7, 20 USC 1232g

Requires the school district to notify parents in writing upon initial enrollment and annually at the beginning of the school year of their rights concerning pupil records. Notice to take a form which reasonably notifies parents of the availability of the following specific information:

1. The types of records and information contained therein which are directly related to students and maintained by the institution.
2. The position of the official responsible for the maintenance of each type of record.
3. The location of all official pupil records if not centrally located and the availability of qualified certificated personnel to interpret records, if requested.

4. The location of the log or record required to be maintained pursuant to Section 49064.
5. The criteria to be used by the district in defining "school officials and employees" and in determining "legitimate educational interest" as used in Section 49064 and paragraph (1) of subdivision (a) of Section 49076.
6. The policies of the institution for reviewing and expunging those records.
7. The right of the parent to access pupil records.
8. The procedures for challenging the content of pupil records.
9. The cost if any which will be charged to the parent for reproducing copies of records.
10. The categories of information which the institution has designated as directory information pursuant to Section 49073.
11. The right of the parent to file a complaint with the United States Department of Education, Family Policy Compliance Office, concerning an alleged failure by the district to comply with the provisions of FERPA.
12. The availability of the prospectus prepared pursuant to Section 49091.14. The notice to be, insofar as is practicable, in the home language of the pupil.

Pupil Records/Notice of Privacy Rights of Parents and Students (E.C. sections 49060, 49061, 49062, 49063, 49064, 49068, 49069, 49070, 49073, 49076, 49077; 20 USC 1232g; 20 USC 1232h; 34 CFR 99.3; 34 CFR 99.7; 34 CFR 99.30; 34 CFR 99.31; 34 CFR 99.33; 34 CFR 99.34; 34 CFR 99.35)

With certain exceptions, pupil records are confidential and will not be disclosed without your consent. If you have completed and signed a Caregiver's Authorization Affidavit for the purpose of enrolling a minor student in school, you have the right to access the student records of the child for whom you provide care. If you are 14 years old or older and are identified as both homeless and an unaccompanied youth, you may access your student records without parental consent.

Pupil records are any items of information (in handwriting, print, tape, film, microfilm, or other medium) that are directly related to an identifiable student, other than "directory information," and are maintained by the district or required to be maintained by an employee in the performance of his/her duties. Pupil records include the student's health record. District officials responsible for maintaining your child's records are as follows: San Carlos School District.

When your child enrolls or intends to enroll in another district, agency, or institution, we will forward his or her records to that district, agency, or institution within 10 school days of receiving a request as long as the disclosure is for purposes related to the student's enrollment. Various original records or copies of those records shall be retained permanently by the district.

Additionally, your child's records may be shared with school officials and employees of the District, and other persons connected with the District who have a legitimate educational interest, or other legally authorized purpose, and who may need your child's records to perform his or her tasks. "School officials and employees" are individuals whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. A "legitimate educational interest" is an interest held

by a school official, employee, or person outside the district, as further defined here and in board policy, whose duties, responsibilities or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records. Persons outside the district who may have access to particular records that are relevant to their legitimate educational interest, or other legally authorized purpose, include those with a formal written agreement or contract with the District regarding the provision of services or functions outsourced to him/her by the District, including: contractors, consultants, insurance carriers, claims adjusters, accountants, attorneys, investigators, law enforcement officers, or other parties to whom the District has outsourced institutional services or functions, including third-party vendors and service providers who provide online educational software and/or services that are part of the district's educational program or who manage certain data stored in a secure cloud computing or web-based system for the district. The district uses the following outside vendors and may contract in the future to add similar products or services:

PowerSchool
Illuminate
SchoolMessenger
Edlio
Peachjar
FastBridge
STAR Math and STAR Reading from Renaissance
Google Apps (including Google Classroom)
Big Ideas Math
Math In Focus from Houghton Mifflin Harcourt
Vocabulary Spelling City
I-Ready
Typing Club
Middlebury Interactive
Learning A-Z
iXL
Newsela
Front Row
Brain Pop
ALEKS
Code.org
Dreambox
Lexia
PebbleGo
CPM eBooks
Rosetta Stone

For additional information, please see E.C. section 49076 and 34 Code of Federal Regulations section 99.1 and following, or contact the San Carlos School District Office or the Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Pursuant to E.C. section 49064, a log or record must be maintained for your child's records listing all persons, agencies, or organizations requesting or receiving information from the records and legitimate interests for that information. This log can be inspected at your child's school.

As a parent, you have a right to inspect and review your child's school records, including records possessed by a vendor under contract with the district to provide online services or products, and also including any information about your child collected from social media if the district is operating a social media collection program. To access individual student records, please contact your child's school. You also have a right to challenge the contents of your child's records, have an administrator assist you in interpreting the records, request amendment to ensure they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights, seek expungement of those records, have a district-level hearing to appeal the decision not to change records, and file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. If your child's records include information concerning any disciplinary action taken in connection with your student, you have the right to include in the record a written statement or response concerning the disciplinary action. To review policies related to the review and/or expungement of your child's records, please contact your child's school. You also have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program.

Parents' request to access their student's educational records must be submitted in a written form to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of ten cents per a page.

Any challenge to school records must be submitted in writing to the school principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Pupil Records Obtained from Social Media – EC 49073.6

Education code requires a school district, county office of education, or charter school that considers a program to gather or maintain in its records any information obtained from social media, as defined, of any enrolled pupil to first notify pupils and their parents/guardians about the proposed program, and to provide an opportunity for public comment at a regularly scheduled public meeting of the governing board before the adoption of the program.

Once a program is adopted, the following information must be provided to parents/guardians as part of the annual notification:

1. Definition of “social media.”
2. Assurance that the information gathered or maintained pertains directly to school or pupil safety.
3. An explanation of the process by which a pupil or a pupil’s parent/guardian may access the pupil’s records for examination of the information gathered or maintained.
4. An explanation of the process by which a pupil or a pupil’s parent/guardian may request the removal of information or make corrections to information gathered or maintained.
5. Notice that the information gathered and maintained shall be destroyed within one year after a pupil turns 18 years of age or within one year after the pupil is no longer enrolled, whichever occurs first.

Designated District staff are granted the authority to conduct a reasonable investigation into alleged student misconduct, including an Internet search of public content, which includes social media, (which includes an electronic service or account, or electronic content, including, but not limited to, videos, still photographs, blogs, video blogs, podcasts, instant messages, email, text messages, online services or accounts, or Internet website profiles or locations), for evidence of such misconduct. The purpose of such an investigation would be to protect the safety of District students.

Release of Juvenile Information – WIC 831

California law makes “juvenile case files” confidential and has a long history of protecting juvenile proceedings and records from disclosure in order to facilitate the rehabilitation of youth and avoid stigmatization. Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile court. Otherwise, juvenile information is protected from distribution and remains private without a court order.

Reporting Standardized Test Scores to Parents – EC 33031, 60605 and 60641

As specified in Ed Code, the District is obligated to report, in writing the results of each student’s assessment results to the parent or guardian within 20 working days of receipt of the test results from the publisher. If the District receives these reports after the last day of instruction for the school year, the District will send the results to the parent/guardian via US Mail within 20 school days of the start of the next school year.

Residency Requirements for School Attendance – EC 48200 and 48204

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

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children’s institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of 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 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 within the boundaries of the school district for a minimum of 3 days during the school week.

Interdistrict Attendance – EC 46600 *et seq.*

The parent or legal guardian of a pupil may seek release from the home district to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Safe Place to Learn Act – EC 234 and 234.1

The San Carlos School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and 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. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please contact the District Office at (650)508-7333.

School Accountability Report Card – EC 35256 and 35258

Annually, school districts develop for each school a school accountability report card. Content of the report card defined by EC 33126, 32286 and 52056 requires districts to publicize the report cards. These are posted on the district website; however, a hard copy will be provided upon request.

School Rules and Conduct – EC 35291, 51100, 44807, 48915

To ensure protection of health and safety of students and staff as well as maintenance of a conducive learning environment for all, every SCSD staff and administrator is required to hold students accountable for their behavior and conduct not only while on the school grounds but also on the way to and from school, and at school-related activities and events. Each site has posted school rules.

Mandatory Expulsion Violations – EC 48915

The District adheres to the California Education Code relating to the suspension and expulsion of students. The districts' board policies, administrative regulations, student conduct code and positive behavioral system/supports in place on campuses are designed to support our positive behavioral support model and discipline philosophy.

School Safety Plan – EC 32280 *et seq.*

Each San Carlos School District school site has an Emergency Plan, which includes a disaster preparedness plan and emergency procedures. Copies are available to read at each school office. Fire and emergency drills are held periodically at each school.

School Visiting Procedures – EC 51101(a) (12)

All visitors to a campus, including parents, must check in at the school office upon arriving at a school campus.

The District also supports observations in order to assist in making educational decisions regarding students. In order to ensure student safety and to limit disruptions that may compromise instruction, any classroom visits must be scheduled with the staff in advance and adhere to Board policy. In the case of emergency, parents should contact the principal.

Schoolbus Safety – EC 39831.5

All pupils in transitional kindergarten through grade 8 shall receive written information on schoolbus safety (*e.g.*, a list of schoolbus stops near each pupil's home, general rules of conduct at schoolbus loading zones, red light crossing instructions, school bus danger zone, walking to and from schoolbus stops, etc.). Prior to departure on a school activity trip, all pupils riding on a schoolbus 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.

Section 504 – 29 USC 494, 34 CFR 104.32

Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 *et seq.*) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met.

If a parent/guardian suspects that their student may have a disability, that limits his or her ability to attend or function at school, they should contact the school principal to review their concerns and determine the next steps needed. If the student is found to have a disability, they have the right to a written 504 Plan and the right to be educated with non-disabled peers to the maximum extent appropriate to the students individual needs and are afforded protections/procedural guards by law.

Parents or guardians of students that are new to the District with a 504 Plan should notify the site principal as soon as possible so that the school team can work together with the student and his/her family to ensure full implementation of the plan under Section 504.

Sex Equity: Title IX Notifications – EC 221.61

Title IX is a federal law to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment, and transgender students or students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity and sexual orientation.

The San Carlos School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

The name and contact information of the San Carlos School District Title IX Coordinator is posted on the San Carlos School District website. To file a complaint under Title IX, please contact Assistant Superintendent, Hans Barber at (650) 590-5930 or via email at hbarber@scsdk8.org.

Sex and HIV/AIDS Education – EC 51938

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

The San Carlos School District will provide instruction in comprehensive sexual health education, HIV/AIDS prevention education, and/or will conduct assessments on pupil health behaviors and risks in the coming school year.

Parents or guardians may:

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

The District may administer to students in grades 5 through 8 anonymous, voluntary, and confidential research and evaluation instruments, including tests and surveys, such as the California Healthy Kids Survey (CHKS), containing age-appropriate questions about their attitudes or practices relating to sex. Prior to administering such a research and evaluation instrument, parents/guardians shall be provided written notice of the administration. Parents/guardians shall be given an opportunity to review the

research instrument and to request in writing that their child not participate.

Sexual Harassment – EC 231.5 and 48980(g)

The San Carlos School District is committed to maintaining a learning and working environment that is free from sexual harassment by adults and students alike, charges of sexual harassment will be thoroughly investigated. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal and/or referral to law enforcement. It is unlawful to retaliate against anyone who makes a claim or participates in an investigation regarding sexual harassment. For a copy of the district's sexual harassment policy or to report incidences of sexual harassment, please contact the District Office at (650) 508-7333.

Special Education – EC 56300, et seq, Individuals with Disabilities Act (IDEA)

Students with qualifying disabilities between the ages of 3 and 21, who cannot obtain appropriate educational benefit are entitled to special education services and supports in order to receive a free, appropriate public education. Eligibility, present levels of performance, goals, accommodations and services are identified and implemented through the Individualized Education Plan (IEP) process. The IEP is reviewed annually or more frequently, if needed.

The District provides a full continuum of special education programs and services throughout the schools. Education Code provides for the education of students with special needs requiring services and placements, which may or may not be part of the local program, at no cost to the parent through the IEP process. To obtain more information on the special education process, special education supports and services available, please contact Special Education Services at the District Office at 650-508-7333.

Student Conduct – EC 51100, 44807, 48915

To ensure protection of health and safety of students and staff as well as maintenance of a conducive learning environment for all, every SCSD staff and administrator is required to hold students accountable for their behavior and conduct not only while on the school grounds but also on the way to and from school, and at school-related activities and events. Each site has posted school rules.

Duties of Pupils – 5 CCR 300

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

Jurisdiction – EC 44807

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

Mandatory Expulsion Violations – EC 48915

The District adheres to the California Education Code relating to the suspension and expulsion of students. The District's board policies, administrative regulations, student conduct code and positive behavioral system/supports in place on campuses are designed to support our positive behavioral support model and discipline philosophy.

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

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

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

Sunscreen and Sun-protective Clothing – EC 35183.5

The District allows students to use sunscreen and sun-protective clothing during the school day.

Surveys – EC 51513

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

Tobacco-free Campus – HSC 104420, 104495 and 104559

HSC 104495 prohibits smoking a cigarette, cigar or other tobacco-related products and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area. All individuals, including students, staff and community members are prohibited from using tobacco products on District property, including vehicles, buildings, parking areas, grounds and at District events.

Uniform Complaint Policy and Procedure – 5 CCR 4633, EC 234.1, 32289, and 49013

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (*EC*) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or 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 program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and 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; 5) unlawful imposition of pupil fees for

participation in educational activities in public schools; and 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Assistant Superintendent who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the Assistant Superintendent at (650) 508-7333 for additional information or assistance or you may refer to the district website for additional information.

Victim of a Violent Crime – 20 USC 7912

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact District Office at (650) 508-7333.

Walking or Riding a Bike to School – VC 21212

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior on the way to and from school.

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

Williams Complaint Policy & Procedure – EC 35186

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

SAN CARLOS SCHOOL DISTRICT | 2019-2020 CALENDAR

JULY 2019						
S	M	T	W	Th	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			

4 Fourth of July Holiday

JANUARY 2020						
S	M	T	W	Th	F	S
			<u>1</u>	<u>2</u>	<u>3</u>	4
5	<u>6</u>	7	8	9	10	11
12	13	14	15	16	17	18
19	<u>20</u>	21	22	23	24	25
26	27	28	29	30	31	

1 New Year's Day
1-3 Winter Vacation
6 **Staff Development/ No Classes**
20 M.L. King Jr. Holiday
Instructional Days = 18

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	<u>21</u>	22	23	24
25	26	27	28	29	30	31

15 **Staff Development**
16, 19 **Teacher Work Days**
20 **Staff Back-To-School Breakfast & Teacher Work Day**
21 First day of school (minimum day)
(August 14-1st day of school SUHSD)
Instructional Days = 8

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22
23	24	25	26	27	28	29

17-21 Presidents' Week Vacation
Instructional Days = 15

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	<u>2</u>	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					

2 Labor Day Holiday
Instructional Days = 20

MARCH 2020						
S	M	T	W	Th	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	<u>30</u>	<u>31</u>				

6 End of Second Trimester
30-31 Spring Vacation
Instructional Days = 20

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	<u>14</u>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Local Holiday
Instructional Days = 22

APRIL 2020						
S	M	T	W	Th	F	S
			<u>1</u>	<u>2</u>	<u>3</u>	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		

1-3 Spring Vacation
Instructional Days = 19

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	<u>11</u>	12	13	14	15	16
17	18	19	20	21	22	23
24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30

11 Veterans Day Holiday
15 End of First Trimester
25-29 Thanksgiving Vacation
Instructional Days = 15

MAY 2020						
S	M	T	W	Th	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	<u>25</u>	26	27	28	29	30
31						

25 Memorial Day Holiday
Instructional Days = 20

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	<u>19</u>	<u>20</u>	21
22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28
29	<u>30</u>	<u>31</u>				

19 Minimum Day
20 Local Holiday
23-31 Winter Vacation
Instructional Days = 14

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	<u>11</u>	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11 Last day of school (**minimum day**) & End of Third Trimester
12 Teacher Work Day
Instructional Days = 9

LEGEND
 Highlighted in Blue & Underlined = School Holiday/Non Student Day
 First Day of School = 8/21/2019 / Last Day of School = 6/11/2020
 ALL SCHOOLS- Early Dismissal Every Wednesday

Board Approved: 2/14/19
 Negotiated & Approved: 1/9/19 (CSEA)
2/13/19 (SCTA)



SAN CARLOS SCHOOL DISTRICT

Michelle Harmeier, Ed. D., Superintendent

Hans Barber, Assistant Superintendent

Mila Milligan, Chief Business Official

1200 Industrial Road, Unit 9

San Carlos, CA 94070

Voice: (650) 508-7333

Fax: (650) 508-7340

www.scsdk8.org

Discipline Guidelines

The San Carlos School District believes that all students have the right to be educated in a positive and safe learning environment. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school events, or school-sponsored activities or using district transportation. Each school in the district will also develop its own site-specific standards of conduct and discipline.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited, to physical violence, possession of a firearm or other weapon, and terrorist threats;
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber bullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption;
3. Conduct that disrupts the orderly classroom or school environment;
4. Willful defiance of staff's authority;
5. Damage to or theft of property belonging to students, staff, or the district. The district shall not be responsible for students' personal belongings that are brought on campus or to a school activity and are lost, stolen, or damaged;
6. Obscene acts or use of profane, vulgar, or abusive language;
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs;
8. Possession or use of a laser pointer, unless for a valid instruction or other school-related purpose (Penal Code 417.25);
9. Use of a cellular/digital telephone, or other mobile device during instructional time. Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the educator or administrator;
10. Plagiarism or dishonesty on schoolwork, projects or assessments;
11. Inappropriate attire;
12. Tardiness or unexcused absences from school; and
13. Failure to remain on school premises in accordance with school rules

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to suspension, expulsion, transfer to alternative programs, referral to a student success team (SST) or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours that poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Complete board of education policies and regulations are available upon request at individual schools or at the District Office.



SAN CARLOS SCHOOL DISTRICT

Michelle Harmeier, Ed. D., Superintendent

Hans Barber, Assistant Superintendent

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School Bus Conduct

In order to help ensure the safety and well-being of students, bus drivers, and others, the San Carlos School District expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with Board policy and administrative regulations.

Bus Rider Rules

The following rules apply at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. When walking to and from the bus stop riders should maintain awareness of their surroundings. Once arrived at the designated bus stop, stand in a safe place at least 3 feet from the curb to wait for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
9. Riders shall not put any part of the body out of the window nor throw any item from the bus.
10. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
11. Service animals are permitted on school transportation services; all other animals are prohibited.
12. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit in an orderly manner.

13. If crossing the street is necessary riders should first walk at least 10 feet ahead of the bus until the bus driver is visible. When the driver signals it is safe to cross, look left, right, then left again making eye contact with any car drivers and walk across the road while keeping an eye out for sudden traffic changes.

14. The "Bus Danger Zone" refers to the areas extending 10 feet to the front, rear and sides of the bus, where riders are in danger of being hit by passing vehicles or by their own bus. All riders must stay at least 10 feet away from the bus unless entering or exiting. If a rider drops something within 10 feet of the bus they should NOT bend over to pick it up. Instead, notify the bus driver and follow their instructions.

The driver or any passenger shall report any violation of the district's bus rules to the principal or designee. The principal or designee shall notify the student's parent/guardian of the misbehavior, determine the severity of the misconduct, and take action accordingly. In instances of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined appropriate by the principal or designee.