



# *Loomis Union School District*

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

[www.loomis-usd.k12.ca.us](http://www.loomis-usd.k12.ca.us)

*Building Excellence in Education since 1856*

Gordon T. Medd, Superintendent

August 13, 2019

Dear Parents and Guardians,

Welcome to the 2019-20 school year! We look forward to another positive and productive year filled with activities and events. The Loomis Union School District is dedicated to providing a learning environment focused on high expectations and outstanding student achievement. Your child's success in school is our number one focus.

We are excited to offer all Loomis Union School District families, TK through 8<sup>th</sup> grade, the opportunity to complete the beginning of the year paperwork online through our Parent Portal. All public schools are required to provide this information to parents/guardians annually and we encourage you to complete our online process which includes reviewing and approving annual documents, updating address and contact information as well as updating student health data. Families who prefer to complete a paper copy of the documents should download the forms from the district website or inquire in the school office.

***The annual forms can be found in our Parent Portal by clicking on the Student Info tab, then selecting Data Confirmation in the dropdown.***

We appreciate your support of our online process and ask that you log into the Parent Portal at your earliest convenience to complete the required forms and authorizations. Returning families will continue to use their parent portal log in information from last school year. Newly enrolled families for the 2019-20 school year were sent an email containing a username and password for each parent/guardian email address provided on the student's registration paperwork.

Our Parent Portal can be accessed by visiting <https://aeries.loomis-usd.k12.ca.us/parent/> and is also available through our district website under the *Parents* tab. It is imperative that you complete the annual paperwork process in a timely manner. By completing the process online, you will not need to send hard copy paperwork to the school office. We are requesting that all families complete this process online or in paper form by August 23<sup>rd</sup>.

If you are unsure of your Parent Portal account log in information or have questions about the beginning of the year process, please contact your school office or our district office for assistance.

Yours educationally,

Gordon T. Medd

Superintendent

# **ANNUAL PARENT INFORMATION PACKET**



**2019-2020**

# LOOMIS UNION SCHOOL DISTRICT

3290 Humphrey Road, Loomis, California 95650

(916) 652-1800 • fax (916) 652-1809

www.Loomisk8.org

## 2019-2020

### ANNUAL PARENT INFORMATION PACKET

The Annual Parent Information Packet is distributed to parents of students in the Loomis Union School District. State and Federal law require school districts to notify parents each year about certain policies and procedures. These policies are contained in this packet. Reading them will help keep you informed about our schools. If you have questions about any of the policies, or if you have questions about curriculum or other areas not included, please speak with your child's teacher or principal, or contact the Curriculum and Instruction Department at the District Office.

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Jacob Hardey

Todd Wilson

Ann Baker

Visit us online at [www.loomisk8.org](http://www.loomisk8.org)

## School District Directory

### **Loomis Union School District Office**

3290 Humphrey Rd., Loomis, CA 95650

(916) 652-1800

Superintendent, Gordon Medd

### **Ophir STEAM Academy**

1373 Lozanos Road, Newcastle, CA 95658

(916) 663-1943-Cinnamon Johnsrud, Principal

### **Franklin Elementary School**

7050 Franklin School Rd, Loomis, CA 95650

(916) 652-1818 - Meghan Jinguji, Principal

### **Penryn Elementary School**

6885 English Colony Way, Penryn, CA 95650

(916) 663-3993 - Cara Alfonso, Principal

### **H.Clarke Powers Elementary School**

3296 Humphrey Rd, Loomis, CA 95650

(916) 652-2635 - Cara Kopecky, Principal

### **Placer Elementary School**

8650 Horseshoe Bar Rd, Loomis, CA 95650

(916) 652-1830 - Amy Nash, Principal

### **Loomis Grammar School**

3505 Taylor Rd, Loomis, CA 95650

(916) 652-1824 - Angie Borgwardt, Principal

### **Loomis Basin Charter School**

5834 Laird Road, Loomis, CA 95650

(916) 652-2642—Kati Messerli, Principal



## ANNUAL PARENT NOTICE 2019-2020

Dear Parent/Guardian:

State law requires school districts and the county office of education (“county office”) to provide annual notice to a parent or guardian (hereinafter referred to as “parent”) of certain rights and responsibilities. Parents/guardians are required to acknowledge receipt of this notice by signing and returning the receipt and acknowledgment (Part I of Form A) to your school.

### **CURRICULUM AND INSTRUCTION**

**Instructional Materials:** All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent in a reasonable time frame or in accordance with school district or county office policies or procedures. Education Code §§ 49091.10(a); 51101.

**Observation:** Upon written request, a parent has the right to observe instruction and other school activities that involve his or her child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Education Code §§ 49091.10(b); 51101.

**Beliefs:** A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. No pupil shall be relieved of any obligation to complete regular classroom assignments. Education Code § 49091.12(a).

**Curriculum:** The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. Education Code §§ 49091.14; 49063(k).

**Animal Dissection:** A pupil, who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative educational project. Education Code § 32255-32255.6.

### **Sexual Health and HIV Prevention Instruction:**

The Healthy Youth Act (“Act”) authorizes a school district or county office to provide comprehensive sexual health education and HIV prevention education to all pupils in grades 7 to 12. Education Code §§ 51933 et seq.

- Written and audio visual educational materials used in comprehensive sexual health education and HIV prevention education will be made available for your inspection. Education Code § 51938.
- You will be notified whether the comprehensive sexual health education or HIV prevention education will be taught by school district/county office personnel or by outside consultants. Education Code § 51938.

- You may request a copy of the Act from the school district or county office. Education Code § 51938.
- You may request in writing that your child be excused from comprehensive sexual health education and HIV prevention education. (Fill out Part II of Form A to make a request.) Education Code § 51938.
  - ◊ Prior to the spring trimester, you will be provided with additional information regarding comprehensive sexual health instruction. At that time, you will have the option to decline participation of your child in the instructional program.

**Tests, Questionnaires, Surveys, Examinations on Personal Beliefs or Practices:** No pupil will be given any test, questionnaire, survey, or examination containing questions about a pupil's, or his/her parents' beliefs or practices relating to sex, family life, morality, or religion, unless his/her parent provides prior written permission. Parents of all pupils in grades 7 to 12, will be given the opportunity to review any test, questionnaire, or survey about a pupil's attitude concerning or practices relating to sex before it is administered and will be given the opportunity to request in writing that his/her pupil not participate. Education Code §§ 51513; 51938; 51939.

**Minimum Days and Staff Development:** The school calendar can be found on the district website at [www.loomisk8.org](http://www.loomisk8.org). The calendar includes minimum days or pupil-free staff development days. Parents will be notified during the school year of any additional minimum days and pupil-free staff development days within one month before the scheduled minimum or pupil-free day. Education Code § 48980(c).

## **PUPIL BEHAVIOR AND DISCIPLINE**

**Sexual Harassment:** A copy of the school district or county office's written policy on sexual harassment, as it pertains to pupils, is located on the district website at [www.loomidk8.org](http://www.loomidk8.org). Education Code §§ 48980(g), 212.5, 231.5.

**Evaluations:** A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of his or her parent. Education Code § 49091.12(c).

**Unexcused Absence:** Parents will be notified in a timely manner if their child is absent from school without permission. Education Code § 51101(a)(4).

**Truancy:** Upon a pupil's initial classification as a truant, you will be notified of the following:

- (a) That the pupil is truant.
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- (c) That you may be guilty of a criminal infraction if you fail to meet this obligation.
- (d) That alternative educational programs are available in the district.
- (e) That you have the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- (f) That the pupil may be subject to arrest and prosecution.

- (g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege.
- (h) That it may be recommended that you accompany the pupil to school and attend classes with the pupil for one day.

Education Code § 48260.5.

**Chronic Truancy:** The parent or guardian of any pupil in grades 1 through 8 who is found to be a “chronic truant” may be found guilty of a misdemeanor. Education Code § 48263.6; Penal Code § 270.1.

**Pupil Discipline Rules:** A copy of the school’s pupil discipline rules may be obtained by contacting the principal or his/her designee. The parent of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in his or her child’s class. Education Code §§ 35291; 48900.1.

## **PUPIL HEALTH, SAFETY AND MEDICAL TREATMENT**

**Fingerprint Policy:** Information concerning the school district or the county office’s pupil fingerprint policy, if any, is provided at the time of enrollment. Education Code §§ 32390, 48980(f).

**Confidential Medical Services:** Pupils enrolled in grades 7 through 12 may be excused from school by school authorities for the purpose of obtaining confidential medical services without the consent of the pupil’s parent. Education Code § 46010.1.

**Pupil Immunization:** No student shall be admitted to school until the student is immunized as required by law. The district may permit a licensed physician and surgeon, or other health care practitioner who is acting under the direction of a supervision physician or surgeon, to administer an immunizing agent to a student whose parent or guardian has consented in writing to the administration of such immunization agent. When there is good cause to believe that a student has been exposed to a communicable disease and his or her documentary proof of immunization status does not show proof of immunization against that disease, the student may be temporarily excluded from school until the local health officer is satisfied the student is no longer at risk of developing or transmitting the disease.

If a parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the immunization requirements.

Effective January 1, 2016, the California Legislature eliminated the exemption from specified immunization requirements based upon personal beliefs. A student who, prior to January 1, 2016, submitted a letter or affidavit on file with his/her school stating beliefs opposed to immunization shall be allowed enrollment until the student enrolls in the next grade span. Grade span means (1) from birth to preschool; (2) Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten; and (3) grades 7 to 12 inclusive.

Health and Safety Code §§ 120335, 120370; Education Code §§ 48216, 49403.

**Physical Examinations:** A child may be excluded from physical examination whenever the parents file a written statement with the school that they will not consent to a physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. (School children are examined for vision, hearing, and curvature of the spine at selected grade levels.) Education Code §§ 49450 – 49455.

State law requires that for each child enrolled in the first grade, the parent must present within 90 days after entrance, a certificate, signed by a physician, verifying that the child has received appropriate health screening and evaluation including a physical examination within the last 18 months. A parent may file with the school district a written objection or waiver stating the reasons why he or she was unable to obtain such services. Free health screening is available for low income children for up to 18 months prior to entry into 1<sup>st</sup> grade. Parents are encouraged to obtain required health screenings simultaneously with required immunizations. Health and Safety Code §§ 124085, 124105.

**Psychological Testing:** A parent has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. Education Code § 51101 (a)(13).

**Pupil Medication:** Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the pupil's parent, foster parent, or guardian indicating their desire to have the school assist in administering the physician and surgeon, or physician assistant's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit both a written statement of instruction from their physician and surgeon or physician assistant that includes a confirmation that the student is able to self-administer such medication, and a written statement from the pupil's parent, foster parent, or guardian consenting to the self-administration, as well as applicable releases. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Education Code §§ 49423, 49423.1.

**Continuing Medication:** A parent of a pupil on a continuing medication regimen for a non-epi- sodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent's consent, the school nurse or other designated may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of ad- verse side effects, omission, or over dosage. Education Code § 49480.

**Pupil Insurance:** The school district or county office may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. You may obtain further information regarding avail- ability of pupil accident insurance by contacting the school principal. Education Code § 49472.

**Emergency Medical Care:** All pupils must have an emergency information card filled out and signed by the parent at the beginning of the school year. If your child is ill or injured during regular school hours and, requires reasonable medical treatment, and if you cannot be reached, the school district, county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. Education Code §§ 49407; 49408.

**Pupil Safety:** A parent has the right to have a safe and supportive learning environment for his/her child. Education Code § 51101(a)(7).

**Unsafe School Choice Option:** Students who attend a persistently dangerous school and students who are victims of a violent criminal offense, while in or on the grounds of a public school must be allowed to attend a safe public school. 5 C.C.R. §§ 11992, 11993; 20 U.S.C. § 7912.

**Tobacco-Free Campus:** Check with the school office for the policy, if any, regarding the prohibition against the use of tobacco products at any time on or in district or county office property, buildings, or vehicles. Health and Safety Code § 104420; Board Policy 3513.3

**Sun Protective Clothing/Sunscreen:** Any pupil may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies. Any pupil may use sunscreen during the school day without a physician's note or prescription but school personnel are not required to assist pupils in applying sunscreen. Education Code § 35183.5.

**Oral Health Assessment:** Any pupil, while enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Parents or legal guardians of such pupils will be notified of this assessment requirement. Education Code § 49452.8.

## **PUPIL PERFORMANCE AND EVALUATION**

**School Accountability Report Card:** A copy of the school district and county office's accountability report card may be obtained from the school upon request. Education Code § 35256.

**Parent Meeting with Teacher and Principal:** Upon reasonable notice, a parent has the right to meet with his/her child's teacher(s) and principal. Education Code § 51101(a)(2).

**Parent Notification:** A parent has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as a risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. Education Code §§ 48070.5, 51101(a)(5), (9), (12), (16).

**Academic Expectations:** A parent has the right to be informed of the academic expectations of his/her child. Education Code § 51101(a)(11).

**California Assessment of Student Performance and Progress:**

Commencing with the 2014-2015 school year, the California Assessment of Student Performance and Progress System includes Smarter Balanced Summative assessments in English Language Arts and Math in grades three through eight and eleven and alternate assessments in English Language Arts and Math in grades three through eight and eleven for students with significant cognitive disabilities. The CST for science is required for all students in grades five, eight and ten unless the student's IEP indicates administration of the CMA or CAPA. An optional, standards based test in Spanish for reading/language arts in grades two through eleven for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States for less than twelve months may be administered at District discretion. A parent or guardian may make a written request to excuse his or her child from any or all parts of the assessment. Education Code §§ 60640, 60615, 5 C.C.R. § 852.

**PUPIL RECORDS**

**Review of Pupil Records:** Parents have the right to question, and receive an answer regarding items on their child's record that appear inaccurate, misleading, or that invades the child's privacy. Education Code § 51101.

**Notification of Privacy Rights of Pupils:** Federal and state laws grant certain privacy rights and rights of access to pupil records to students and to their parents/guardians. Full access to all personally identifiable written records, maintained by the school district or county office must be granted to: (1) Parents/guardians of a student age 17 or younger; and (2) Students age 18 or older, or students who are attending an institution of postsecondary instruction ("adult student"). In addition, parents/guardians of a student age 18 or older who is dependent for tax purposes, students age 16 or older or who have completed the 10th grade, and students age 14 or older who are both a "homeless child or youth" and an "unaccompanied youth" as defined in the McKinney-Vento Homeless Assistance Act ("eligible student"), must be permitted access to those particular pupil records relevant to the legitimate educational interest of the requester.

Parents/guardians, or an adult or eligible student, may review individual records by making a request to the principal. The principal will provide explanations and interpretations if requested.

In addition, a parent/guardian, adult or eligible student may receive a copy of any information in the pupil's records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to the challenge to content of records are available through the principal of their child's school or his/her designee.

Parents/guardians may contact their child's school to review the log listing those who have requested or received information from their child's pupil records. Access to a pupil's records will only be granted to those with a legitimate educational interest.

When a student moves to a new school district, records will be forwarded upon request of the new district. At the time of transfer, the parent/guardian or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents/guardians may contact the school district or county office for any policy regarding the review and expungement of pupil records.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-5920.

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards achieved, and the most recent previous public or private school attended by the student, may be released to certain specified agencies. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and the district will not release such information without parental consent or a court order

Upon written request from the parent/guardian of a student age 17 or younger, the school district will withhold directory information about the student. (Fill out Part III of Form A to make a request.) If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Directory information will not be released regarding a student identified as a "homeless child or youth" as defined in the McKinney-Vento Homeless Assistance Act, unless a parent or student accorded parental rights has provided prior written consent that the directory information may be released.

Education Code §§ 49060-49078, 51101; FERPA 20 U.S.C. § 1232g; 34 C.F.R. § 99.37.

**Disclosure of Student Information Pursuant to Court Order or Subpoena:** Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent in advance of disclosing student information pursuant to a subpoena or court order, if lawfully possible within the requirements of the order. Education Code § 49077.

### **ATTENDANCE, TEMPORARY INSTRUCTION AND ENROLLMENT OPTIONS**

**Specific School Request:** Parents have the right to request a specific school and to receive a response. Such a request does not obligate the school to grant the request. Education Code § 51101 (a)(6).

**Absence for Religious Exercises:** With parent/guardian written consent, a student may be excused from school in order to participate in religious exercises or instruction consistent with the limitations specified in Education Code section 46014 provided the district's Board has adopted a resolution permitting such absence and has adopted regulations governing such absences and the reporting thereof. Education Code § 46014.

**Excused Absences:** No pupil will have his/her grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Education Code section 48205 as an absence:

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 service rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family as defined in the Education Code, so long as the absence is not more than one day if the service is conducted in California and not more than three days of the services is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats which shall not exceed four (4) hours per semester, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to
  - i. §12302 of the Elections Code.
9. 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 Education Code 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.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260

A pupil with an excused absence 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 therefor. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Education Code §§ 48980; 48205; Elections Code § 12302.

**Individual Instruction:** Except for pupils receiving individual instruction provided pursuant to a school district or county office-sponsored program, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the school district in which the pupil is deemed to reside. Education Code § 48206.3.

**Residence When Hospitalized:** Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent of a pupil with temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Education Code §§ 48207; 48208.

**Residence Based on Parents Employment:** A pupil complies with the residency requirements for school attendance in a school district, if the pupil's parent or guardian resides outside the boundaries of that school district but is employed and lives with the pupil at the place of his/her employment within the boundaries of the school district for a minimum of 3 days during the school week. Education Code § 48204(a)(7).

A pupil may also be deemed a pupil having complied with the residency requirements for school attendance in a school district if at least one parent/guardian is physically employed within the boundaries of that district for a minimum of 10 hours during the school week. Education Code § 48204(b).

**Students of Active Military Parent/Guardian:** A child shall be deemed to meet residency requirements for school attendance in a school district, if he or she is a student whose parent/guardian is transferred, or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, and the student's parent/guardian has provided proof of residence in the school district within 10 days after the published arrival date provided on official documentation. Education Code § 48204.3

**Pupil of California Resident Parents Departed State Against their Will:** A pupil complies with the residency requirements for school attendance in a school district if his/her parent(s)/guardian(s) were residents of the state but departed against their will, and the pupil seeks admission to a school of a school district, if certain requirements are met. Education Code § 48204.4.

**Attendance Where Caregiver Resides:** If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit, under penalty of perjury, by the caregiving adult is required to determine that your child lives in the caregiver's home. Education Code § 48204(a); Family Code §§ 6550, 6552.

**Intradistrict Enrollment:** Residents of a school district may apply to enroll their child in other schools within the district to attend on a space available basis. Intradistrict enrollment is not applicable to districts with only one school or with schools that do not serve any of the same grade levels. Education Code § 35160.5(b).

**Interdistrict Attendance:** A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement. Each school district has adopted a policy(s) for interdistrict attendance. A copy of the application(s), the notice and appeals procedure is available in the district office. Contact your school for further information. Education Code §§ 46600 et seq.

**Open Enrollment Act:** Parents/guardians of students enrolled in schools that have been identified by the California Superintendent of Public Instruction as low-achieving, as defined, may seek to transfer to a higher-achieving school for the next school year. Education Code §§ 48350 et seq.

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**Specific School Request:** Parents/guardians have the right to request a specific school and to receive a response. Such a request does not obligate the school to grant the request. Education Code § 51101(a)(6).

## MISCELLANEOUS

**Parent Involvement:** A parent has the right to participate as a member of a school site council, a parental advisory council, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. A copy of the school district's policy regarding Parent Involvement is attached to this notice. Education Code § 51101(a)(14).

**Professional Qualifications of Teachers:** At the beginning of each school year, parents/ guardians may request information regarding the professional qualifications of their child's classroom teachers including, at a minimum:

- Whether the teacher has met state qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the classroom teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
- Whether their child is provided services by paraprofessionals, and if so, their qualifications.

**Volunteering Time and Resources:** Parents may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees. A school plan is available to parents which describes opportunities to participate in professional development. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher. Education Code § 51101(a)(3).

**Pupils with Exceptional Needs:** Placer County school districts are included in the Placer County Special Education Local Plan Area ("SELPA"). Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact your school principal or the Placer County Office of Education at (530) 889-8020.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school district and county office have policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to access into district programs.

**Minimum Age for Admission to Kindergarten:** Districts shall admit a pupil into kindergarten at the beginning of the school year or at a later time in the same school year, if the pupil will be 5 years of age on or before September 1st of the current school year. Education Code § 48000(a).

**Notice of Alternative Schools:** California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines an 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 desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result wholly or in part from a presentation by his 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. Contact the school for more information. Education Code §§ 58500; 58501.

**Free or Reduced Price Meals:** Some students are eligible to free or reduced price meals. Contact the school for eligibility information. Education Code § 49510, et seq.

**Pregnant and Parenting Pupils:** Pregnant and parenting pupils as defined in Education Code section 46015, have rights and options available to them, including, but not limited to, the provision of parental leave and reasonable lactation accommodations on campus. Education Code §§ 222, 222.5, 46015.

**Personal Property:** School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code § 35213.

**Parent Responsibility:** Parents are liable for all damages caused by the willful misconduct of their minor children which results in the death or injury to other students, school personnel, school volunteer or school property. Education Code § 48904; Civil Code § 1714.1.

**Asbestos Management Plan:** The school district has a current asbestos management plan for asbestos containing materials for all district portables. The plan is available for inspection at the office of the superintendent during normal business hours. 40 C.F.R. § 763.93(g)(4); Education Code § 49410 et seq.

**Use of Pesticide Products:** For pesticide products expected to be applied at a school facility this year, please find a list attached to this notice. Recipients of this notice may register with the school if they wish to receive notification of individual pesticide applications at a school facility. Education Code §§ 17612; 48980.3.

**Uniform Complaint Procedure:** The school district and county office have adopted Uniform Complaint Procedures for the filing, investigation and resolution of complaints alleging unlawful discrimination, harassment, intimidation, and bullying, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics; failure to comply with specified state and/or federal laws governing educational programs, adult basic education, consolidated categorical aide programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, education of pupils in foster care and pupils who are homeless, and safety planning requirements; failure to comply with Local Control and Accountability Plan requirements; and for unlawfully charging pupil fees. A copy of the district or county office's Uniform Complaint Procedures is enclosed with this Notice. 5 C.C.R. § 4600 et seq.; Education Code § 49013, 48853.5

**Williams Uniform Complaint Procedure:** The school district and county office have adopted policies and procedures regarding complaints for deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, teacher vacancy and misassignment, For more information regarding Williams Uniform Complaint Procedures and/or to obtain a complaint form or assistance with the process, please contact the school district or the county office. 5 C.C.R. § 4680 et seq.; Education Code § 35186

## **FEDERAL REGULATIONS & ACTS**

**Individuals with Disabilities:** In accordance with federal and state laws, the school district and county office will not discriminate against an individual with disabilities as far as involvement in programs and activities and in the use of facilities. If your child needs special accommodations, please contact the school district or the county office. 34 C.F.R. § 104.8.

**Attendance Options:** California law gives parents/guardians the right to receive notification of all existing statutory attendance options and local attendance options available in the school district, including options for meeting residency requirements for school attendance, programmatic options offered within local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis.

**Nondiscrimination:** The school district and county office have a policy of nondiscrimination on the basis of a person's race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a 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, in any of its policies, practices or procedures programs or activities. The school district's and county office's nondiscrimination policy comply with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act of 1973, the Individuals with Disabilities Education Improvement Act of 2004 and other related state and federal laws. Pupils or parents or any other individual having questions or concerns regarding these nondiscrimination and harassment policies or who may wish to file a complaint, should contact the school district or the county office. Education Code § 220; 5 C.C.R. §§ 4900 et seq.

**Sexual Harassment:** The school district and county office prohibit sexual harassment of or by any pupil or by anyone employed by or otherwise working or volunteering for the school district or county office. Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Any person who feels that he/she is being discriminated against or harassed should immediately contact their principal or designee so that he/she can address the situation. A complete description of the districts sexual harassment policy can be found on the district website. (BP5145.7, AR5145.7) A written complaint may be filed in accordance with the district or county office's Uniform Complaint Procedures. Written complaint procedures are available at all school sites. 5 C.C.R. § 4917; Education Code §§ 231.5; 48980(g).

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):** PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. Consent before pupils are required to submit to a survey that concerns one or more of the following "protected areas" of information if the survey is funded in whole or in part by the U.S. Department of Education
1. Political affiliations or beliefs of the pupil or pupil's parent;
  2. Mental or psychological problems of the pupil or pupil's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the pupil or parents; or
  8. Income, other than as required by law to determine program eligibility.

- B. Receive notice and an opportunity to opt a pupil out of
1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- C. Inspect, upon request and before administration or use
1. Protected information surveys of pupils and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a pupil who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office.

**Professional Qualifications of Teachers:** At the beginning of each school year, parents/guardians may request information regarding the professional qualifications of their child's classroom teachers including, at a minimum:

- Whether the teacher has met state qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the classroom teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
- Whether their child is provided services by paraprofessionals, and if so, their qualifications.

Parents who believe their rights have been violated under this section may file a complaint with:

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

20 U.S.C. § 1232h.

# **Loomis Union School District**

## **Student Enrollment and Placement Policy**

**The Loomis Union School District has developed an enrollment and placement policy in order to provide the time necessary to plan, budget and provide school services to the children it serves.**

### **Open Enrollment**

AR 5116.1

#### **Students**

##### **A. Definitions**

###### **1. Resident Students**

Students who have established legal residency in the district.

###### **2. School of Residence**

The school assigned to a particular attendance area/student's residence.

###### **3. Intradistrict/School Choice Transfer Students**

District resident students who seek to enroll in a school other than his/her school of residence.

###### **4. Interdistrict Transfer Students**

Students who reside outside the district's attendance boundaries, but have been granted an interdistrict transfer permit to enroll in a district school. These students will be enrolled pursuant to the intradistrict open enrollment guidelines for intradistrict transfer students.

##### **B. Implementation of Intradistrict Open Enrollment**

The district will use the following process to implement intradistrict open enrollment pursuant to Education Code 35160.5. This process applies to the following: 1) Intradistrict Transfer Students; and 2) Interdistrict Transfer Students.

###### **1. Identification of Space**

- a. The Superintendent or designee shall identify those schools which may have space available for additional students. This identification will occur after:

- ii. Mandated enrollment priorities are considered and, where applicable, implemented. (see D. below)

- b. A list of schools which have space available shall be accessible at the district office.

## 2. Open Enrollment Deadline

Parents/guardians must submit an application for open enrollment between March 1st and March 31st annually. If March 31st falls on a weekend, the application deadline will be the preceding Friday. Applications shall be made available in the District office.

Applications received during the Open Enrollment period of March 1-31st will all be given a March 1st application date. Applications received after March 31st will be date and time stamped when received.

## 3. Schools Over Capacity

- a. If there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool.
- b. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year.
- c. Late applicants may be added to the waiting list for the current year.
- d. Residents of the school, siblings of existing students and students whose parent(s) are employed in the attendance area of the school will be placed on the waiting list first and then remaining applicants would be subject to the lottery and wait list.

## 4. Notification of Approval or Denial of Open Enrollment Application

The Superintendent or designee shall inform parents/guardians as to whether their request for an intra-district/interdistrict open enrollment application has been approved or denied or if their student has been placed on a waiting list. If the application is denied, the reasons for denial shall be stated.

Every effort will be made to notify parents of the approval or denial of their application prior to the last student attendance day of the school year.

## 5. Confirmation of Enrollment

Parents/guardians must confirm their student's enrollment within 10 school days of district notification.

C. School of Residence Enrollment

1. Reconfiguration of Schools of Residence

The following students will be placed at the school in which they were enrolled in the preceding school year:

- i. Students enrolled at their school of residence (not on a waiting list);
  - ii. Students who are being retained at a respective grade level for the following year; and
  - iii. Special education students who have been assigned back into the regular classroom as part of their Individualized Education Plan (IEP).
- b. If capacity remains after placement of the students set forth in C.1.a., the district will place students who were previously redirected from their school of residence due to impacted enrollment.

If capacity remains after placement of students in C.1.a and b., the district will place newly enrolling resident students in their school of residence if such students have not established residency through interdistrict transfer.

- d. If capacity is reached, resident students will be subject to redirection (see C.5 below).

2. Enrollment Confirmation Form

In order to assist the district in class planning, all student families must submit an Enrollment Confirmation Form each year. The submission deadline is March 15th. If March 15th falls on a weekend, the application deadline will be the preceding Friday.

3. Late Enrollment Period

All Enrollment Confirmation Forms that are received after March 31 will be grouped together. Students filing after the deadline will be designated as "Late Registrants."

4. Confirmation of Placement

Parents/guardians will be notified by the school in which each student has been placed, if applicable, regarding school placement. For those parents who have met the required enrollment deadlines, every effort will be made to notify parents of placement prior to school dismissal in June. Late registrants will receive notification prior to the start of the next school year.

5. Redirection of Students from Their School of Residence

In the event a school is impacted with enrollment growth, waiting lists will be established. In this case a resident student may be redirected to another school outside his or her school of residence (every effort will be made to keep siblings together).

When space becomes available at a school of residence for a resident student who has been redirected to another district school due to enrollment growth, an offer will be made. If the space is declined, the student shall no longer be considered "redirected" and will be taken off the waiting list at the school of residence. Any future request to attend any other district school (including the original school of residence) will be considered as an intradistrict transfer request.

#### D. Mandated Enrollment Priorities

The following enrollment priorities are mandated by state and federal law. Students in these categories will have priority over students who seek intradistrict open enrollment pursuant to C., below.

##### 1. Victim of a Violent Crime

Within a reasonable amount of time, not to exceed 14 school days, after a student becomes the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes. The Superintendent or designee shall consider the student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practicable.

##### 2. Persistently Dangerous Schools

###### a. Designation of School as Persistently Dangerous

Within 10 school days after learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation.

###### b. Notification of Option to Transfer

Within twenty 20 school days after learning of the school's designation, the Superintendent or designee shall notify parents/guardians of their option to transfer.  
(cf. 0450 - Comprehensive Safety Plan)

c. Written Request to Transfer From Persistently Dangerous School

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed 10 school days, for the submission of parent/guardian requests.

d. Confirmation of School Placement

The Superintendent or designee shall notify parents/guardians of their school placement within 10 school days of the date that written requests are due.

e. Process for Approval or Denial of Request to Transfer From a Persistently Dangerous School

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. Upon assignment, the transfer shall be completed as soon as practicable [within thirty (30) days]. If parents/guardians decline the assigned school, the student may remain in his/her current school.

f. Duration of Transfer

The transfer shall remain in effect only as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

3. Program Improvement Schools

Please refer to BP/AR 0520.2.

4. Parental Notifications of Rights Regarding Enrollment

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

5. Complaints

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

(cf. 1312.3 Uniform Complaint Procedures)

Regulation LOOMIS UNION SCHOOLDISTRICT

approved: July 10, 2003 Loomis, California

revised: January 31, 2013

revised: January 19, 2017

# Loomis Union SD

## Board Policy

### Parent Involvement

BP 6020

#### Instruction

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

In order to engage parents/guardians positively in their children's education, the Superintendent or designee shall ensure that staff members at each school:

1. Help parents/guardians develop parenting skills and provide home environments that support their children's academic efforts and their development as responsible members of society
2. Inform parents/guardians that they can directly affect the success of their children's learning and provide them techniques and strategies that they may use to improve their children's academic success and help their children in learning at home

(cf. 6154 - Homework/Make-Up Work)

2. Initiate consistent and effective two-way communication between the home and school so that parents/guardians may know when and how to help their children in support of classroom learning activities

(cf. 5124 - Communication with Parents/Guardians)

(cf. 5145.6 - Parental Notifications)

4. Receive training that fosters effective and culturally sensitive communication with the home, including training on how to communicate with non-English speakers and how to give parents/guardians opportunities to assist in the instructional process both at school and at home

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

5. Encourage parents/guardians to serve as volunteers in the schools, attend student performances and school meetings, and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0420.5 - School-Based Decision Making)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

(cf. 6171 - Title I Programs)

School plans shall delineate specific measures that shall be taken to increase parental involvement with their children's education, including measures designed to involve parents/guardians with cultural, language or other barriers which may inhibit such participation.

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

#### Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

#### Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

## WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov/nclb>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

## Policy LOOMIS UNION SCHOOL DISTRICT

adopted: August 3, 2006      Loomis, California

revised: April 19, 2012



## Loomis Union School District

2019-2020

### Internet Safety and Acceptable Use Policy

Annually, each student and their parent/guardian must read this document carefully and sign the Internet Safety and Acceptable Use Policy Acknowledgement Form. The Internet Safety and Acceptable Use Policy Acknowledgement Form is available in the LUSD Parent Portal and can be completed during the Annual Data Confirmation Process. If necessary, a paper copy can be obtained in your school office. Failure to accept the terms of this policy will result in your child not being provided access to district technology and internet services.

#### TERMS AND CONDITIONS OF THIS CONTRACT:

1. **Privileges.** The use of electronic information systems is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before receiving Internet privileges, students will thoroughly read this contract. The district and/or school administration will decide what is appropriate use and their decision is final. The school administration may revoke network privileges at any time. The administration, staff, or faculty of Loomis Union School District may request that the system administrator(s) deny, revoke, or suspend specific user privileges.
2. **Technology Safety** - Precautions are taken to ensure that technology in the classroom is being used in an appropriate manner. Students are expected to abide by digital citizenship norms of appropriate, responsible behavior with regard to technology. The use of technology should reflect the values of the school and follow the school and district behavior guidelines.
3. **Privacy.** Students should not have an expectation of privacy in district owned devices and/or district- issued accounts. The school district reserves the right to access and monitor all district-owned electronic devices and the information created by those devices.
4. **Discipline/Consequences** Technology is an academic tool and is not to be abused. Inappropriate use of technology may result in school disciplinary action and/or legal action. The administration, staff, or faculty of Loomis Union School District may deny, revoke, or suspend specific user privileges. Failure to report knowledge of inappropriate use may result in disciplinary action. Appropriate discipline and restitution will be at the discretion of the supervising teacher and the school administration.

5. **Acceptable Use.** Technology use must be in support of education and research, and consistent with the educational goals and objectives of the Loomis Union School District. The student is personally responsible for following these provisions at all times when using the electronic information services.

- **Students Shall:**

- Use technology for the purpose of learning
- Communicate with others in a courteous, respectful manner
- Keep his/her personal name, address, phone number, password(s) private
- Use only accounts provided by the school
- Immediately report any incident of harassment, bullying, posting or sharing of inappropriate content to a teacher or staff member
- Obey copyright laws and intellectual property rights of others
- Care for hardware to avoid physical damage
- Respect the work of other students
- Immediately report any violation of this Acceptable Use of Technology Policy to a teacher or staff member

- **Students Shall Not:**

- Post or publish images and/or video captured at the school site or school-related activities on social networking sites, blogs, and other websites without school district authorization.
- Cyberbully and/or harass students or staff members or otherwise negatively impact the learning environment through the use of technology
- Log in to another user's account
- Knowingly enter unauthorized networks or install software to tamper or destroy data
- Access, damage, or destroy any other student or staff files
- Bypass the district's Internet filtering measures or restrictions set on devices
- Access or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material
- Download any programs, games, extensions, plug-ins, viruses, applications, etc. with

6. **Services.** The Loomis Union School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Loomis Union School District will not be responsible for any damages suffered while on this system, including viruses acquired. These damages include loss of data as a result of delays, non-deliveries, miss deliveries, or service interruptions caused by the system or use errors or omissions. Use of any information obtained via the information system is at the individual's own risk. Loomis Union School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

Interpretation, application, and modification of this Acceptable Use Policy shall be within the sole discretion of LUSD. Questions about this policy should be directed to the Loomis Union School District Office.



# Loomis Union School District

2019-20

## Internet Safety and Acceptable Use Policy Acknowledgement

### For the Student:

- I have read and understand the Internet Safety and Acceptable Use Policy guidelines and will abide by the provisions and conditions of this contract.
- I agree to immediately report any misuse of the computer equipment, network or Internet to the nearest faculty member.
- I understand that any violations of the stated provisions may result in disciplinary action, suspension or expulsion, the revoking of privileges, restitution, and/or appropriate legal action.

Please PRINT your full name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For the Parent or Guardian:

As the parent/guardian of the above student, I have read and understand the provisions and condition of the Internet Safety and Acceptable Use Policy. I understand that my child's use of the Loomis Union School District network is a privilege, not a right. I understand the Loomis Union School District has put in place a technology protection measure to filter student access to the internet and also that it impossible for the Loomis Union School District to filter all controversial materials, and will not hold the Loomis Union School District or their staff responsible for materials acquired on the network. I am aware that district employees may create web-based accounts for my child that comply with this policy. I agree to immediately report any misuse of the information system to the staff member in charge. I understand that any violations of the stated provisions may result in disciplinary action, suspension or expulsion, the revoking of the student's privileges, restitution, and/or appropriate legal action.

Please PRINT your full name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**FORM A**

**2019-2020 PARENT RECEIPT AND ACKNOWLEDGEMENT**

***PLEASE COMPLETE AND RETURN THIS FORM TO  
YOUR SCHOOL OFFICE***

**Pupil Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Part I - Acknowledgement of Receipt of Annual Parent Notice – COMPLETION MANDATORY**

*I hereby acknowledge receipt of the Annual Parent Notice as required by Education Code § 48980.*

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent/guardian**

**Part II - Request to Deny Access to Directory Information - COMPLETION OPTIONAL**

If you do not wish directory information to be released regarding this pupil, please sign below. Note that this will prohibit the district from providing the pupil's name and other "directory" information to the news media, interested schools, parent-teacher association, interested employers, and similar parties.

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent/guardian**



## Loomis Union School District

2019-2020

### **RELEASE FOR ELECTRONICALLY DISPLAYED STUDENT WORK**

Dear Parent/Guardian:

This form is to make you aware that your child's picture, name or exemplary work could be on one or more pages of a district website, or classroom website and that the material is accessible on the world wide web. The district websites are protected with an electronic firewall to prevent unauthorized manipulation of the data. Outside "hacking" is remotely possible. Parental/Guardian consent is required prior to any child's material or picture being placed on a district web site. Site and district staff feel the benefit of your child's material being on a district web site outweighs any chance of unauthorized manipulation.

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### **CONSENT AUTHORIZATION**

Student Name: \_\_\_\_\_ has my permission for his/her picture and/or work and/or name to be placed on a district website under staff supervision. This form releases the Loomis Union School District and any and all of its school sites from liability related to posted work on the site.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **DENY AUTHORIZATION**

Student Name: \_\_\_\_\_ I request privacy and deny the use of my child's picture, name, or work samples be placed on the classroom or district website.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Loomis Union School District

## 2019-2020

### **Notification of Planned Pesticide Use And Individual Application Registry**

Dear Parent or Guardian,

The Healthy School Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We intend to use the following pesticides in your school this year.

<b>Name of Pesticide</b>	<b>Active Ingredient(s)</b>
Round - Up Pro	Isopropylamine
	Salt of glyphosate

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulations Web Site at <http://www.cdpr.ca.gov>

Parents and/or guardians will be notified via our student messaging system prior to pesticide applications at the school sites throughout the school year. If you have any questions, please contact Caesar Bobila, Maintenance Supervisor, Loomis Union School District at 916-652-1830 ext. 418.