Facts for Parents

2022-2023

Important Annual Updates and Required Universal Form
Important Dates for the 2022-2023 School Year

Dates in 2022-2023 are subject to change. Parents/guardians will be notified by their child’s school about minimum days and pupil-free Staff Development days.

### TRADITIONAL SCHOOL YEAR

**August 29** ..................... First Day of School for Students

**September 5** ...................... * Holiday: Labor Day

**November 11** ...................... * Holiday: Veterans Day Observance

**November 21-25** ................. * Thanksgiving Break

**December 19—January 2** ........ * Winter Break

**January 3** ...................... School Resumes

**January 16** ...................... * Holiday: Martin Luther King Jr. Day

**February 17, 20** .................. * Holiday: Presidents Day

**March 27-31** ..................... * Spring Break

**April 3** ......................... School Resumes

**May 26** ......................... * Non-Instructional Day

**May 29** ......................... * Holiday: Memorial Day

**June 14** ....................... Last Day of School

* NO SCHOOL

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**Key Contacts**

Department Directory: [www.sandiegounified.org/departments](http://www.sandiegounified.org/departments)

Board Policy (BP) and Administrative Regulation (AR): [https://sandiegounified.org/about/policies_procedures](https://sandiegounified.org/about/policies_procedures)

### FOR PARENTS/GUARDIANS

- Family and Community Engagement .................................................. 619-293-4431
- Food and Nutrition Services ................................................................. 858-627-7340
- Neighborhood Schools and Enrollment Options ........................................... 619-260-2410
- Nursing & Wellness ............................................................................. 619-725-5501
- PrimeTime Extended Day Program ......................................................... 858-503-1870
- Quality Assurance Office ..................................................................... 619-725-7211
- School Police (24 hours) ................................................................. 619-291-7678
- Special Educational Equity ................................................................. 619-725-7700
- Title IX Educational Equity ................................................................. 619-725-7225
- Transportation .................................................................................. 858-496-8460

### OTHER OFFICES

- Board of Education ............................................................... 619-725-5550
- Office of the Superintendent .......................................................... 619-725-5506
- Legal Services Office ................................................................. 619-725-5630

### GENERAL INFORMATION

- District Directory Assistance .......................................................... 619-725-8000

San Diego Unified School District
Eugene Brucker Education Center
4100 Normal Street
San Diego, CA 92103

For more information, visit our website at [https://www.sandiegounified.org](https://www.sandiegounified.org)
I am excited to welcome you all to the 2022-23 school year. Everyone at the San Diego Unified School District appreciates the trust you have placed in us, and we are committed to providing all students with the support and opportunities they need to succeed in school, and to be fully prepared for the college and career of their choice.

As the 2022-23 school year ushers in new opportunities for us all, it also comes with a responsibility to continue with safety protocols brought on by COVID-19. The safety and security of our students, staff, and schools are our top priority.

Please read this Facts for Parents guide and keep it as a reference throughout the year. There is also valuable information on our district website, sandiegounified.org, including information about our schools, various programs we offer, policies and procedures, and extensive resources for parents.

Thank you again for choosing San Diego Unified for the education of your students. It is a joy and an honor to serve you and your family.

Sincerely,

Lamont Jackson
Superintendent
Family Involvement
Parents/guardians have the right to visit their child’s classroom to observe activities. Contact the school in advance to arrange the time and date of the visitation.

• Teacher Conferences: Parents/guardians have the right to request a conference with their child’s teacher(s) or the principal. Contact the school to schedule a date and time.

• Volunteering: Parents/guardians have the right to volunteer their time and resources for the improvement of school facilities and programs. Contact the school to determine the terms and conditions for volunteering.

• Student Attendance: Parents/guardians have the right to be notified in a timely manner if their child is absent without permission.

Statewide Testing
California students take several mandated statewide tests at various grade levels beginning in grades 3-8, 11, and one science assessment in high school. These tests provide parents, teachers, and educators with information about how well students are learning and showing proficiency in meeting grade level standards. Upon request, parents/guardians have a right to information on the level of achievement of their student on every state academic assessment. The test results may also be used for local, state, and federal accountability purposes.

California Assessment of Student Performance and Progress (CAASPP)

• Smarter Balanced Assessments (SBAs): The CA state computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades 3 through 8 and grade 11 to measure whether students are on track to college and career readiness. In grade 11, results from the ELA and math assessments can be used as an indicator of college readiness.

• California Science Test (CAST): The CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades 5 and 8 and once in high school. The computer-based CAST replaces the California Standards Tests (CST) for Science.

• California Alternate Assessment (CAA): The CAA is designed for students with the most significant cognitive disabilities in grades 3 through 8 and grade 11. Test items are aligned with the CCSS and are based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades five and eight and once in high school.

• California Spanish Assessment (CSPA): The CSPA assesses a student’s skill in reading, writing, mechanics, and listening using the Common Core State Standards en Espanol. The purpose of the CSPA is to measure a student’s competency in Spanish language arts in grades three through eight, and high school to provide student-level data in Spanish competencies to provide high school students with a measure suitable to be used, in part, for the State Seal of Biliteracy.

Pursuant to California Education Code, parents/guardians may submit a written request annually to the school to excise their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California (ELPAC)

Aligning with the 2012 California English Language Development Standards, the ELPAC consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students’ English language proficiency level and to measure their progress in learning English.

Physical Fitness Test (PFT)
For California students, the PFT is the Fitness Gram and is given to students in grades five, seven, and nine. The main goal of the test is to help students develop lifelong habits of regular physical activity.

School Selection
Parents/guardians have the right to request that their child be enrolled in any school in the district. The district is not required to grant that request if the school is not the child’s neighborhood school. To request a transfer, contact the Neighborhood Schools and Enrollment Options from the date of enrollment to obtain all required information.

Retention
Parents/guardians have the right to be notified as early as the year as practicable if their child is identified as being at risk for retention. They have the right to consult with school personnel regarding decisions about retention, and to appeal such a decision.

Student Records
Parents/guardians have the right to access their child’s records and to question anything they feel is inaccurate, misleading, or an invasion of privacy. They have the right to a timely response from the school district about their questions.

Safe School Environment
Parents/guardians have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides
Parents/guardians have the right to request information regarding the professional qualification of their student’s teacher(s), paraprofessional(s), and aide(s). This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects taught; whether the teacher is teaching under an emergency permit or other provisional status; the teacher’s college major; whether the teacher has advanced degrees and the subject(s) of those degrees; and whether any instructional aides or paraprofessionals provide services to your child and their qualifications.

B. Parent/Guardian Rights and Responsibilities

D. California Assessment of Student Performance and Progress (CAASPP)

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Parents/guardians have the right to receive notification on all psychological testing recommended for their child.

Immigration and Citizenship
All students have the right to a public education regardless of immigration status, citizenship, or religious beliefs. The school district will not release student information to third parties for immigration enforcement purposes, unless the parent/guardian consents or as required to do by court order or judicial subpoena.

If a school becomes aware that a student’s parent/guardian is not available to requested in timely manner, the school will exhaust any parent/guardian instructions relating to the student’s care provided in emergency contact information.

Children of Military Families
Children of military families will not be placed at a disadvantage due to difficulty in the transfer of their records from previous school districts or for any variations in entrance or age requirements. Upon enrollment, the district will immediately request the student’s records from the student’s previous district and allow the student 30 days from the date of enrollment to obtain all required immunizations.

When a child of a military family is transferring out of the district, the district will provide parents/guardians with a complete set of the student’s records or an unofficial or “hand-carried” record. Upon request from the new district, a copy of the student’s record will be provided to the new district within 10 days.

Mutually Supportive and Respectful Partnership
Parents/guardians have the right and should be given the opportunity to participate in a mutually supportive and respectful partnership with the school to help their child succeed. The Board of Education adopts a jointly created policy that outlines how parents/guardians, school staff, and students share responsibility for the intellectual, physical, emotional, social development and well-being of their students.

This policy includes, but is not limited to:

• How parents/guardians and the school will help students achieve academic and other standards

• How the school will provide high-quality curriculum and instruction in a supportive learning environment for students

• What parents/guardians can do to support the learning environment, including but not limited to monitoring school attendance and homework completion, encouraging participation
in extracurricular activities, participat-
ing in activities at home that support classroom activities, volunteering at school, attending school and board meetings, participating in school and community events, and being a strong advocate for the child. Parents/guardians can file a formal Uniform Complaint Procedure when they believe the district has not been resolved at the school. Parents/guardians can contact QAO for assistance in resolving concerns that have not been resolved at the school. QAO protocols and processes are posted on www.sandiegounified.org/academics/quality_assurance_office_for_assistance.html or by contacting 619-725-7211 or qualityassurance@sandi.net.

Translation Services
Free translation services are available to parents/guardians in multiple lan-
guages. Parents/guardians can contact their child’s school for information.

Course of Study, TK-12
The California Ed Code requires that “the governing board of every school district shall prepare and shall keep on file for public inspection the courses of study prescribed for the schools under its jurisdiction.” San Diego Unified’s Course of Study, TK-12 serves as an important single source of such information. It is also the district educational program, course descriptions and approved instructional materials. It also provides information on state and district requirements, student assessment, and more. The Course of Study is also used for review on the district’s website at www.sandiegounified.org/course_of_study.

Graduation and Post- Secondary Planning: During the school year, a student will participate in an annual process to select their courses for the following school year. School counselor-
ors will inform students of graduation requirements, Career Technical Education (CTE) program requirements and other post-secondary requirements for students in accordance with state law. To graduate from a public high school, a student must complete “a-g” course requirements, including four years of English, three years of Math, two years of Science, two years of Social Science, one year of History, one year of a Foreign Language, and four years of Electives.

Interdistrict Transfer
For more information and resources, visit the district’s website at www.sandiegounified.org/graduation.

The district offers a College, Career & Technical Education (CCTE) program of study involving a multi-year sequence of courses that integrates core academics with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. A CECT program of study may satisfy the UC “a-g” requirements, lead to an industry-recognized credential, certificate at the postsecondary level, associate degree, and/or a baccalaureate degree. Visit https://qaos.sandiegounified.org/apply or by contacting 619-725-7211 or qualityassurance@sandi.net for more information.

Parents/guardians have the right to be informed of the student’s immediate and long-range educational and career plans. The student’s school counselor can provide this information. In addition, parents/guardians should be aware of the following:

- Maximizing the opportunity for students to develop positive values of self-re-
  spiration, initiative, kindness, courage,
  responsibility, and joy
- Recognizing that the best learning takes place when a student learns because of a desire to learn
- Maintaining a learning situation that max-
  imizes a student’s self-motivation and encourages the student to follow his/ her own interests. These interests may be
cosidered by the student totally and inde
dependently or may result from a presentation by teachers of learning project choices
- Maximizing the opportunity for teachers, parents/guardians, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- Maximizing the opportunity for students, teachers, and parents/guardians to con-
  tinue to improve the learning environment, including but not limited to, the commu-
  nity in which the school is located

Notice of Student Nondiscrimination
Students should be aware that discrimination, harassment, intimidation, and bullying have no place in school and communities. Students who violate these policies may report their complaints to the following:

- San Diego County Crime Stoppers at 619-725-7211 or qualityassurance@sandi.net

Anti-Bullying and Intimidation Policy

How to File a Bullying Report or Complaint
Students and parents/guardians should report any act of bullying to a responsible (school principal, vice principal, counselor, or teacher). The report may also be submitted online at www.sandiegounified.org/anti-bullying-

How to File a Uniform Complaint
Students and parents/guardians can file a formal Uniform Complaint Procedure when they believe the district has not been resolved at the school. The district will investigate and exclude someone from a group on the basis of a person’s association with a group or one of more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law. This policy will apply to all acts related to school activity or to school attendance occurring within a school up to and including actual or perceived sex, sexual orientation, race, religion or on the basis of a person’s association with a group or one of more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law. This policy will apply to all acts related to school activity or to school attendance occurring within a school up to and including actual or perceived characteristics.

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A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form, which can be obtained at any school office, the Quality Assurance Office, the Uniform Complaint Form Office, or the district’s complaint form page online at https://sandiegounified.org/uniform-complaint-form.

Investigation

The superintendent/designee will ensure received complaints are investigated in accordance with district administrative regulations. Any school employee who witnesses an incident of unlawful behavior, including discrimination, harassment, intimidation, retaliation, and/or bullying, will immediately intervene to stop the incident when it is safe to do so.

All complaints will be investigated, and a written report of a decision will be sent to the complainant within sixty (60) days of the receipt of the complaint. The period may be extended by written agreement of the complainant. The person responsible for investigating the complaint will conduct and complete the investigation in accordance with district UCP policies and procedures.

The complainant has the right to appeal the district decision of complaints regarding specific programs and activities subject to federal and state law, including but not limited to the Uniform Complaint Procedures (UCP), Title IX, and the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the district decision.

Copies of the Uniform Complaint Procedures are available free of charge from the San Diego Unified School District or online at https://sandiegounified.org/uniform-complaint-form.

Annual Notification of the Uniform Complaint Procedures (UCP)

San Diego Unified is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any of the following protected groups: age, ancestry, color, disability, genetic information, gender, gender identity, genetic information, immigration status, marital status, national origin, natural language, nationality, original sex, pregnancy, race, religion, sex, sexual orientation, and/or status, or parental status, national origin, political beliefs, pregnancy, or physical disability, ethnicity, or any other characteristic.

San Diego Unified determines that a hostile environment may be created, the complaint will be investigated and the alleged harassment will be subject to disciplinary action. If the Title IX Coordinator determines that a hostile environment may be created, the complaint will be investigated and the alleged harassment will be subject to disciplinary action.

Reporting Complaints

A student or parent/guardian who believes a student has been subjected to sexual harassment by another student, employee, or other individual who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district’s Title IX Coordinator, or any other available employee. Within one school day of receiving a report, a district employee will forward the report to the district’s Title IX Coordinator. Any school employee who witness sexual harassment involving a student, within one school day, report the observation to the principal or Title IX Coordinator, regardless of whether the alleged victim files a formal complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator will assess whether the conduct may be subject to the create of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint will be investigated and the alleged harassment will be subject to disciplinary action.

Retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment, the Title IX Coordinator will prohibit.

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity will be subject to discipline. For students in grades 4-12, discipline may include suspension and/or expulsion. Any staff member found to have engaged in sexual harassment or sexual violence toward any student will be subject to discipline up to and including dismissal.

Record-Keeping

The district will maintain a record of all reports and complaints of sexual harassment for a period of at least five years from the date of the complaint; the respondent is no longer a student, and/or sufficient circumstances prevent the complaint from being filed or if a formal complaint is not filed.

Supportive Measures

Supportive measures may be provided if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator will discriminate in situations where a safety threat exists. In addition, the Title IX Coordinator may make a formal complaint in other situations as permitted under the Title IX regulations. In such cases, the alleged victim is strongly encouraged to contact the district

Upon dismissing the Title IX Coordinator will instantly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties and will inform them of their right to appeal the dismissal of a formal complaint or any allegation in the complaint in accordance with the appeal procedures as described in the section “Appeals” below.

If a complaint is dismissed, the conduct may still be addressed through the Uniform Complaint Procedures.

Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district will not require a party to participate in the informal resolution process or to withdraw allegations or enter into an agreement that is contrary to their allegations.

The district may facilitate an informal resolution process provided the district:

• Provides the parties with written notice disclosing the agreements, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the complaint or any allegations, any consequences resulting from participating in the informal resolution process, if applicable, and any allegations maintained or could be shared.

• Obtains voluntary, written consents from the parties to participate in the informal resolution process and to enter into any agreement.

• Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Written Notice: If a formal complaint
E. At School

Each school principal establishes school rules and regulations that conform to the district Restorative Discipline Policy. Procedural steps taken, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and findings held as part of the grievance process.

Finding of facts supporting the determination.

Conclusions regarding the application of the district’s code of conduct or policies to the facts.

A statement and rationale for each determination, including a decision regarding responsibility, any disciplinary action, and the reasoning for the outcome.

The written decision will include:

- Identification of the allegations potentially constituting sexual harassment.
- A detailed description of the procedural steps taken, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and findings held as part of the grievance process.
- Finding of facts supporting the determination.
- Conclusions regarding the application of the district’s code of conduct or policies to the facts.

The decision-maker will use the “preponderance of the evidence” standard for all formal complaints of sexual harassment. The standard of evidence will be used for formal complaints against students and employees.

The written decision will include:

- Identification of the allegations potentially constituting sexual harassment.
- A detailed description of the procedural steps taken, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and findings held as part of the grievance process.
- Finding of facts supporting the determination.
- Conclusions regarding the application of the district’s code of conduct or policies to the facts.

The district’s procedures and permissible bases for the complainant and respondent to appeal:

Appeals

Either party may appeal the district’s decision or dismissal of a formal complaint or any allegation if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome.

If an appeal is filed, the district will:

- Notify the other party in writing an appeal has been filed and proceed with appeal procedures equally for both parties.
- Ensure that the decision-maker(s) for the appeal is trained and not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- Give both parties a reasonable, equal opportunity to submit a written statement in support of the appeal.
- Issue a written decision describing the result of the appeal and the rationale for the result.
- Provide the written decision simultaneously to both parties.

An appeal must be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal, and including any relevant documentation in support of the appeal. Appeals submitted after this deadline will not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal. The district’s decision may be appealed to the California Education Department of Education within 30 days of the written decision. In addition, either party has the right to file a complaint with the U.S. Department of Education’s Office for Civil Rights within 180 days of the date of the most recently alleged misconduct. The procedures for appeals may include, but are not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

For more information, visit www.sandi.edu/sexual_harassment/sexual_harassment_procedures.

School Safety Plan

All district schools have a comprehensive school safety plan that meets state requirements as described in California Ed Code. The safety plan describes policies, procedures, for safe entry serious disciplinary problems, sexual harassment, and other relevant policies. The plan includes safety procedures, school dress codes, and school discipline policies. Information on the plan is available at the school or on the school’s website.

School Police

The San Diego Unified Police Department is a fully accredited police agency employing full-time sworn police officers and support staff. Its primary role is to maintain order and security on and near school facilities.

Crime prevention and intervention remain at the core of all School Police operations. The goal is to educate and guide students through their formative years, using restorative practices to resolve conflict, and teach positive life lessons through positive law enforcement. School Police officers spend time giving presentations to students on a variety of topics, from drug use to cyber safety, and assist schools in the annual review and completion of Comprehensive Safe School Plans.

For emergencies or urgent needs, School Police is available 24-hours at 619.231.7678. For more information visit https://www.sandi.edu/police/services. 
Lockdowns and Crisis Response
On rare occasions, a school may be placed on "lockdown" to protect stu- dents, staff, and visitors on campus from external dangers or behavioral threats on or off campus but nearby (such as a gas leak, violent incident, bomb threat, nearby police action, etc.). School Police officers respond to every school lockdown, assess the situation and coordinate with school staff to address the needs of all students and staff. Other law enforcement agencies may also get involved. Parents/guardians will be notified about a lockdown as quickly as the situation allows. Notifi- cation will come via phone, email, and/ or the district social media.

If a lockdown occurs, parents/guardians should remain calm while occurring off local authorities manage the situation. Parents/guardians should not come to the campus until notified by the school to do so. No one, including students, can enter or leave a campus during a lockdown. If it appears the lockdown will last for an extended period, or go beyond dismissal time, school staff will notify parents/guardians with continu- ing plans.

If you see suspicious activity on or around schools or district sites, con- tact School Police at 619-291-7678 (24 hours).

Student Activities, Clubs, Programs and Athletics
Membership in student clubs is open to all students regardless of actual or per- ceived ancestry, color, disability, gender, gender identity, nationality, immigration status, status as a victim of domestic violence, sexual orientation, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.
A student can participate in sex-seg- edged school programs and activities, including athletic teams and activities, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the student’s records.

Suicide Prevention and Education
San Diego Unified is committed to
supporting schools, students, and families with resources and instruction to address suicide prevention. The district’s suicide prevention program is designed to help students: 1) Identify and analyze signs of depression and self-harmful behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide; 2) Identify alternatives to suicide and develop coping and resiliency skills; 3) Learn to be honest, share feelings, and get help when communicating with friends who show signs of suicide intent and/or 4) Identify trusted social support sources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, and/or suicide prevention services.

The district provides parents/guardians with education and information that describes risk factors and warning signs of suicide, the suicide’s suicide pre- vention curriculum, and basic steps for helping suicidal youth including high- risk groups such as youth bereaved by suicide, youth with disabilities, mental illness, or substance abuse disorders, homeless and foster youth, and LGBT youth.

The National Suicide Hotline at 800-273-TALK (8257) provides 24/7, free and confidential support for stress in distress, prevention, and crisis resourc- es for you or your loved ones, and best practices for professionals.

The National Domestic Violence Hotline at 800-799-SAFE (7233) is a 247 free and confidential service for survivors, victims and those affected by domestic violence, intimate partner violence, and relational abuse. The hotline has services specially aimed at teen and young adult relationships.

Additional information is available here: https://sandiegounified.org/academics/health/sexual_health/sexual_health_safety

Sexual Health Education Program
Comprehensive sexual health educa- tion is provided to trained classroom teachers or communities at all high schools in grades 6, 8, and high school. The curriculum in grade 6 in- cludes age-appropriate information on puberty, reproductive anatomy, gender identity, sexual orientation, respectful relationships, HIV and sexually transmit- ted infections, and contraception. In addition to these topics, grade 8 and high school curricula include gender relationships, preg- nancy care and pregnancy options, re- lationship abuse, and negotiation skills.

All content is required by the California Healthy Youth Act.

Parents/guardians are notified before sexual health instruction begins and can review course materials. After reviewing materials, parents/guardians can notify the school in writing if they wish to excise their child from the curriculum. Information is available at www.sandiegounified.org/SHEP.

Wellness Policy
Any school district that participates in the National School Lunch Program or other federal Child Nutrition programs is required to establish a local school wellness policy for all schools under its jurisdiction. Wellness policies promote student health, prevent, and reduce childhood obesity, and provide assur- ance that nutrition standards, nutrition guide- lines meet federal school meal standards.

San Diego Unified’s Wellness Policy is based on the CDC’s "Whole School, Whole Community, Whole Child" framework. The Wellness Policy incorporates nutrition, physical education, health education, health services, social-emotional well-being, safe school environ- ments, employee well-being, and family/ community involvement.

Parents/guardians, students, represen- tatives of school food service, physical education teachers, school health professionals, Board of Education, school administrators and the public are invited to participate in the develop- ment, implementation, revision, review, and update of the district and school site Wellness policies. Anyone interested in participating should contact the district wellness coordinator or wellness@sandiegounified.org.

BP 5030 (a)

School Accountability Report Card
All California public schools are re- quired to provide information through an annual state report card, known as the School Accountability Report Card (SARC). The SARC provides infor- mation about the condition and perfor- mance of a school from the previous school year. Copies of a school’s SARC is available at the school or online at www.sarcone.org.

Special Education
San Diego Unified identifies and San Diego Unified identifies and assesses all students, from birth to 21 years of age, who may have disabilities and live in district boundaries. These students will be provided with appropriate special educational services determined by an educational evalu- ation. All eligible students will receive a free appropriate public educa- tion consistent with federal and state laws, including those students enrolled in private schools, wards of the state and highly mobile students with excep- tion needs.

Services are provided based on the individual needs of the student. A team of educational professionals, along with the parents/guardians, will develop an Individual Education Program (IEP) based on a student’s unique needs and other factors. An IEP is a legal doc- ument that describes how the district intends to provide a student with exceptional needs. Special Education support and services are provided under the Individuals with Disabilities Education Act (IDEA 2004).

For more information, visit www. sandiegounified.org/academics/special_education or call 619-725-7700. BP 6164.4

If parents/guardians do not agree with an IEP, the following options are available:

- Alternative Dispute Resolution (ADR): The ADR process, which is an alternative to the Due Process process, is designed to maintain positive relations between the parties. The ADR process is designed to meet the needs of the parties involved and results in a mutually agreeable resolution. A parent may not request a hearing less than 90 days after a decision by the ADR process.

- Due Process: Parents/guardians can file a due process complaint by contacting the California Office of Administrative Hearings, Special Education Division, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833, calling 916- 263-0880 or visiting https:/w.dgs. ca.gov/200AH/Case-Types/Spec- ial_Education.

- CA Department of Education: If the team and parents/guardians feel a child’s IEP has not been implemented properly or have other allegations of violation of special education law, complaints can be filed directly with the California Department of Education, Special Education Division, 1430 N St., 2nd floor, Room 2401, Sacra- mento, CA 95814 or at www.cde. ca.gov/sp/se.

Learning Recovery Interventions:
Learning Recovery Interventions, determined by the IEP team and Learning Recovery Intervention teams, are delivered outside of the school day. Learning Recovery Interventions are provided to students who have missed instruction or learning due to illness, injury or other circumstances.

San Diego Unified is committed to offering Learning Recovery Interventions that best fit our students’ needs.

ADa, Section 504 Accommodations for Students: San Diego Unified has responsibilities under Section 504 of the Rehabilitation Act of 1973 to iden- tify, review, evaluate data, and pro- vide reasonable accommodations to students with disabilities. San Diego Unified has a Section 504 coordinator who can provide additional information and notification for the district ADA 504 office can be reached at 619-725-5658. BP/AR 6164.6

Students with Temporary Disabilities
AR 6183

Instruction: The district has a program to individualize instruction to students who are temporarily disabled and who must remain at home in a hospital, or other residential health facility, if the hospital or health facility is located outside the school district, the student will be in compli- ance with the most reasonable amount of time equipped for instruction. The district will work with families to ensure the student is in compliance for the school district in which the hospital or facility is located. Parents/ guardians must notify the school dis- trict where the student is temporarily residing for individualized instruction for the family.

- Physical education: If a student has a temporary or permanent disabil- ity that prevents full participation in the regular physical education program, the student with special needs or the student who has a Section 504 coordinator who can provide additional information and notification for the district ADA 504 office can be reached at 619-725-5658. BP/AR 6164.6

Assistive devices: Students may need to use assistive devices such as crutches, wheelchairs, or walking aids to attend school. To reduce risk to a student and others, parents/ guardians will provide the assistive device from the student’s healthcare provider. The district must verify the specific equipment prescribed by a school, acknowledge that the student received instruction on safe use of the device, instruct the student on use for the school district staff to communicate with prescribing health professional if clarification is needed. The district will anticipate appropriate amount of time equip- ment will be needed.

Until such notification is received from a health professional, students may use assistive devices at home or temporarily in the school office. Parents/guardians must request a copy of the “Orthopedic/Medical Equipment

SDUSD_2022-23 Facts for Parents

SDUSD_2022-23 Facts for Parents
F. Student Rights and Records

Release of Student and Parent/Guardian Information

BP/AR 5125.1

State law allows districts to release directory-type information to authorized individuals and organizations. Directory information means information contained in a student directory that would not generally be considered harmful or an invasion of privacy if disclosed. (See Table 2)

Parents/guardians who do not want this type of information released must notify the child’s school by checking “Opt Out” in Box 11 of the Enrollment Form or submit a signed written request to the school office.

Federal and state laws grant certain rights of privacy and access to student records to students and their parents/guardians. Parents/guardians, students 14 years and over, students 18 years and over who are identified as both 18 years and over, students and their parents/guardians have the right to inspect and request the amendment of student records to students and their parents/guardians, request the amendment of records in the student’s education records except to the extent that the student can self-propel safely. Other students are prohibited from pushing an injured student in a wheelchair.

Prohibition of Tobacco Use

Students cannot possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include cigarettes, cigars, pipe tobacco, snuff, chew, and spit tobacco. Student possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, is prohibited. BP/AR 5131.62

Military Recruiters

Federal law requires school districts to release directory-type information for secondary students to military recruiters upon request. Parents/guardians of secondary students have the option to restrict student directory information from being released. Requests to restrict release of directory information must be submitted in writing to each child’s school at the beginning of the school year. Requests can be made by indicating “opt out” on the enrollment form or by submitting a written request to the school office.

Access to Student Records

Most requests for student information by individuals or organizations will not be honored without a parent/guardian written authorization to release the information. In addition, records listed under “Student Records” will automatically be forwarded to another district school where the child enrolls and to schools outside the district when requests are received by a student’s new school of attendance.

Student Records

The following records are kept for each student:

- Enrollment information, including date and place of birth and address/residence information
- Attendance and health records
- Cumulative record of test scores, grades, subjects, and courses taken and disciplinary notations, if appropriate
- Records required for special education programs
- Teacher observations regarding student progress and educational program participation.

A:  Wheelchairs: Only school staff members are permitted to propel an injured student in a wheelchair unless the student can self-propel safely. Other students are prohibited from pushing an injured student in a wheelchair.

na and, when appropriate, court order, if they have not already been made aware.

• Military recruiters

Federal law requires schools to release directory-type information for secondary students to military recruiters without the consent of a parent/guardian.

Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures of a school district to comply with FERPA. The address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202. Phone number is 1-800-USA-LEARN (1-800-872-5327).

Retention of Student Records

The school principal is responsible for the custody of student records. School staff review records periodically. Materials no longer required is destroyed in accordance with state law.

Student Records

The following records are kept for each student:

- Enrollment information, including date and place of birth and address/residence information
- Attendance and health records
- Cumulative record of test scores, grades, subjects, and courses taken and disciplinary notations, if appropriate
- Records required for special education programs
- Teacher observations regarding student progress and educational program participation.

B:  Print media

- Television
- Radio
- Other news organizations
- Universities, colleges, community colleges
- District-level PTA
- Teachers/school officials
- Law-enforcement agencies
- School-affiliated organizations (e.g., school foundations, school PTAs, School Site Councils)
- Student Information may not be disclosed to any third party.

C:  Employers or potential employers

- to whom a student has applied for employment.
- School-affiliated organizations (e.g., school foundations, school PTAs, School Site Councils)
- Military Recruiters
- Non-profit organizations
- Prospective grantees
- Financial institutions to which students have applied for financial aid
- Non-profit organizations

TABLE 2: RELEASE OF STUDENT INFORMATION

Individuals & Organizations Authorized to Receive Student Information

(Unless prohibited by parent/guardian)

| 1. Name |
| 2. Address |
| 3. Telephone number |
| 4. Date of birth |
| 5. Participation record in officially recognized activities and sports |
| 6. Weight and height of athletic team members |
| 7. Dates of attendance |
| 8. Degrees and awards received |
| 9. Most recent previous school attended |

See Administration Regulation 5125.1

Student information is defined as any individual who is or has attended a district school and whom the district maintains student records. Attendance includes, but is not limited to, attendance in person or by correspondence, videocassette, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district. Records are required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student’s health record. Student records do not include: 1) Directory information, 2) Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee, 3) Records of the law enforcement unit of the district, 4) Records created or received by the district after an individual is no longer a student and that are not directly related to the individual’s attendance as a student, 5) Grades on peergraded papers before they are collected and recorded by a teacher. Mandatory permanent student records are those records which are maintained at perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive.

Orders for School form.

- Medical supplies: Parents/guardians are responsible for supplying medical and orthopedic equipment and related supplies as ordered by their physician. Examples include formula, catheters and tubing, diapers, wipes, syringes, respiratory medication holding chambers, masks and nebulizers, insulin-delivery systems, and glucose monitoring equipment/supplies.

- Financial institutions to which students have applied for financial aid

- Military recruiters
Surveys processing will apply. Students who graduated more than 5 years ago may obtain their transcripts/records from their previous school. If requested by a different school or district, the parent/guardian or eligible student will be notified of the request. If a grade 7-12 parent/guardian does not “opt out”, the student survey, if a grade 7-12 parent/guardian of a student enrolled in grades 9-12, school districts must maintain clean, safe facilities in good repair; and to take measures to guarantee all students have qualified teachers.

Requirements of the legislation affect all district schools. Students or parents with concerns that Williams requirements are not being met may request a Uniform Complaint Form from the school or the district Legal Rights Holder, the school sites, will provide transportation support as needed to eliminate barriers to enrollment, participation and retention in school. The district and school site Legal Rights Holder, who is required to make decisions in the student’s best interest. Questions related to the education of homeless and foster students should be directed to the Office of Children & Youth in Transition at 616-725-7326 or cytl@sandi.net.

Students Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act is federal legislation that ensures the educational rights and services of homeless children and youth experiencing homelessness. Homeless children or youth are defined as those who lack a fixed, regular, and adequate nighttime residence, including children who may be: 

- Living with a friend, relative or some other person because they lost their home or cannot afford rent.
- Staying in a motel, hotel, or camp-
ground due to a lack of adequate alternative accommodations
- Staying in an emergency or transitional shelter or a domestic violence shelter or are awaiting foster placement
- Staying in a primary nighttime residence that is a private or public place not de-
gined for or ordinarily used as a regular sleeping accommodation for human beings
- Living in a car, park, public space, abandoned building, bus or train station or similar setting
- Unaccompanied, not in the physical custody of a parent or guardian.

The district does not discriminate against any student based on marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, disability, or related recovery. The district provides reasonable accommodations to pregnant and parenting students to enable them to access the educational program. A pregnant or parenting student may receive any services available to other students with temporary disabilities or medical conditions.

The district provides reasonable accommodations to a lactating student on a campus student to express breast milk, breast-feed an infant child, or address the other needs related to breast-feeding. For more information, visit https://sandiegouni-
field.org/departments/sandapp.

Refusal To Harm or Destroy Animals

Any student who has a moral objection to dissecting or otherwise harming or destroying animals has the right to refrain from participating in instruc-
tion which involves such activities and will not be discriminated against because of a decision to exercise this right. A student who wishes to refrain from such instruction will notify the teacher and provide a note from a parent/guardian substantiating the objection. AR 5145.8

Williams Settlement

Williams Settlement Legislation re-
quires sufficient instructional materials in English language arts, mathematics, science, history/social science, health, and world language in grades 9-12, laboratory equipment for laboratory classes in grades 9-12, school districts to maintain clean, safe facilities in good repair, and to take measures to guarantee all students have qualified teachers.

Students experiencing homelessness and foster youth have the right to remain at their school of origin. The district must strive to keep students in their school of origin. If the student attended an education rights holder, who is required to make decisions in the student’s best interest. Questions related to the education of homeless and foster students should be directed to the Office of Children & Youth in Transition at 616-725-7326 or cytl@sandi.net.

Married, Pregnant, Parenting Students

The district does not discriminate against any student based on marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, disability, or related recovery. The district provides reasonable accommodations to pregnant and parenting students to enable them to access the educational program. A pregnant or parenting student may receive any services available to other students with temporary disabilities or medical conditions.

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Students Experiencing Homelessness and Foster Youth

Students experiencing homelessness and foster youth have the right to remain at their school of origin. If the student attended an education rights holder, who is required to make decisions in the student’s best interest. Questions related to the education of homeless and foster students should be directed to the Office of Children & Youth in Transition at 616-725-7326 or cytl@sandi.net.

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The district provides reasonable accommodations to a lactating student on a campus student to express breast milk, breast-feed an infant child, or address the other needs related to breast-feeding. For more information, visit https://sandiegouni-
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G. Health Requirements and Wellness

Health/Vision Screenings

Hearing and vision screenings will be provided as required by state law at the following levels:

• Hearing screening for all students in grades K, 2, 5, 8.
• Vision screening for grades K, 2, 5, 8
• Vision in any grade for schools selected for the Vision to Learn program.
• New students and students referred by parents or school personnel.

Please note:

• Vision screenings may be performed by a school district nurse, or trained Vision to Learn or UCSD Eyemobile staff.
• In some schools, an optometrist may be available to examine children who fail their vision screen, and glasses may be available if these are determined to be required.
• In select schools there is no cost for vision screens, vision examinations or for provision of glasses. For schools where cost is incurred, reimbursement for vision exam or eyeglass services may be sought through Medi-Cal or the Children’s Health Insurance Program. Lack of insurance will not be a factor in receiving services.

Exclusions from Screenings: Contact your school nurse or principal annually regarding excluding your child from any of these screenings.

Immunization (Shot) Requirements

State law requires that all students under the age of 18, pre-kindergarten through grade 12, be immunized against certain diseases unless they are exempt for medical reasons. At the time of registration, the school is required to have proof that a child has received all currently required immunizations. The district participates in the San Diego Regional Immunization Registry (SDIR), a confidential, county-wide computer system that keeps a track of immunizations. Parents/guardians should check with their pediatrician, family physician or medical clinic to ensure their child is fully immunized. A child will be excluded from school if a parent or guardian does not provide proof of required vaccine(s).

Immunization Requirements by Age and Grade

Students Enrolled in UTK/TK/K/12 New Immunizations Based on Grade:

• Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tetap, or Td) = 5 doses (4 doses okay if one was given on or after 4th birthday. 3 doses okay if one was given on or after 7th birthday)
• Polio (OPV or IPV) = 4 doses
• Hepatitis B (Hep B) = 3 doses (Not required for 7th grade entry)
• Measles, Mumps, and Rubella (MMR) = 2 doses
• Varicella (Chickenpox) = 2 doses

History of disease or positive lab results do NOT meet this requirement.

These immunization requirements apply to new admissions and transfers for all grades, including transitional kindergarten, and for students with previous immunization exemptions. All exemptions expire at the end of preschool and the end of 6th grade.

As of January 1, 2016, parents/guardians are no longer allowed to submit a personal beliefs exemption for currently required vaccines. Medical exemptions require specific documentation from a licensed physician. MD/DO BP 5141.3

Kindergarten Physical Exam

California’s Child Health and Disability Prevention (CHDP) Program requires all school-aged children to have a physical exam on record with the school. San Diego Unified has made this a requirement for kindergarten. A copy of a child’s medical checkup must be submitted to the school when registering for kindergarten or as soon as it is completed during kindergarten. Parents/guardians are encouraged to obtain this exam before kindergarten starts to ensure their child is healthy and ready to learn. Transitional kindergarten students who submit a physical exam will fulfill this requirement for kindergarten.

Parents/guardians needing assistance in meeting this requirement can call 1-800-675-2229. If a physical exam is against personal beliefs, a CHDP waiver form must be signed at the school. Students who have not met this requirement by the appropriate date may be excluded from school attendance for up to five days. AR 5141.32

Kindergarten Oral Health Assessment (KOHA)

Effective Jan. 1, 2007, a Kindergarten Oral Health Assessment (KOHA) by a licensed California dental health professional is required for children entering public school for the first time, at kindergarten or first grade. The KOHA must be completed and returned to the school by May 31 of the first school year. Assessments done 12 months prior to school entry also meet this requirement.

Obtain the form from the school or dental health provider. Transitional kindergarten students who submit the KOHA will complete this requirement. Parents/guardians may sign a waiver of this requirement on the KOHA form available at the school. There is no penalty or exclusion if this requirement is not met. Parents/guardians can call 1-800-675-2229 for help in finding a provider for the KOHA.

COVID-19

San Diego Unified has undertaken great efforts to make on-site instruction safe. However, risks remain, and students may contract COVID-19 in a school setting. Parents/guardians of students with underlying health conditions or who live in a household with a family member who is at high risk, have the responsibility to consult their own healthcare provider as to whether attending on-site instruction is in the student’s best interest.

By selecting on-site instruction, parents/guardians and students are committing to abide by the current public health orders, requirements, rules, regulations, and guidelines directed by the California Department of Public Health, San Diego County Public Health Department, the district, and other government authorities.

Students must meet requirements for return to school after experiencing symptoms, infection, positive testing, or quarantine, as defined under the current public health rules. District health staff will keep families up to date on requirements. District health office staff may need to and will be permitted to interact with the student’s qualified health care profes- sionals or for any clarification. If a student was diagnosed with COVID-19, the student’s doctor may want the student to refrain from extracurricular activities, such as athletics, physical education, ROTC or band, for up to six months. It is the responsibility of the parent/guardian to check with the child’s medical provider about any needed modifications or restrictions. If a student requires a modified program, parents/guardians must inform the school nurse and the student’s teacher, coach, or director to ensure modifications are made.

For district updated COVID-19 information, visit https://sandiegounified.org/covid-19/status.

Control of Communicable Diseases

The district is required to cooperate with the County of San Diego Health and Human Services Agency to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian will be contacted, and

TABLE 1: IMMUNIZATION REQUIREMENTS BY AGE AND GRADE

<table>
<thead>
<tr>
<th>AGE</th>
<th>TOTAL NUMBER OF DOES REQUIRED OF EACH IMMUNIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 through 3 Months</td>
<td>1 Polio 1 DTaP 1 Hep B 1 Hib*</td>
</tr>
<tr>
<td>4 through 5 Months</td>
<td>2 Polio 2 DTaP 2 Hep B 2 Hib</td>
</tr>
<tr>
<td>6 through 14 Months</td>
<td>2 Polio 3 DTaP 2 Hep B 2 Hib</td>
</tr>
<tr>
<td>15 through 17 Months</td>
<td>3 Polio 3 DTaP 2 Hep B 1 Varicella On or after 1st birthday: 1 Hib 1 MMR</td>
</tr>
<tr>
<td>18 months through 5 years*</td>
<td>3 Polio 4 DTaP 3 Hep B 1 Varicella On or after 1st birthday: 1 Hib 1 MMR</td>
</tr>
</tbody>
</table>

*Haemophilus influenzae Type b (Hib) is required only for children younger than 5 years old
the student sent home. The student may return to school when well and
released by a physician. If there is reason to believe a student is suffering
from a recognized contagious or infectious disease, the student will be
sent home. School health personnel and school officials are satisfied that the student no
longer has the contagious or infectious disease BP/AR 5141.22

Pediculusis (Head Lice) The problem of head lice (pediculosisis)
is ongoing and can be difficult to con-
trol at home and at school. Head lice
and nits (eggs) are not a threat to health but are a frustrating pest. Treating
students with a positive diagnosis of head lice promptly ensures minimal
distribution of lice or nits. When a student is identified as having head lice,
the student will be sent home at the
beginning of the school day for treatment. It is the responsibility of the parent/guardian
to treat and control head lice infesta-
tion. The key to successful lice treatment
is in the removal of all nits after the use of the pediculicide.

After home treatment, it is mandatory for the student to return
next day for inspection at the health office. The student may return to class
provided the head lice treatment has been treat-
ed and there are no live lice in the hair,
even if nits (eggs) are still present. Par-
tents/guardians should continue remov-
ing nits until the problem is resolved.

There is no evidence that mass screen-
ings (school-wide or whole classrooms) help to control head lice infestation or reduce lice populations. Parents/guardians are encouraged to incorporate inspecting
their child’s hair as part of their regular
hygiene routine. BP 5141.23

Availability of Condoms HIV, sexually transmitted infections (STIs), and unintended pregnancy are a considerable concern in our
community. Public health statistics and reports indicate that a significant proportion of young people in their early teens are in-
volved in activities that put them at risk for negative reproductive outcomes (such as STIs and/or unintended pregnancy).

The district offers education that em-
phasizes abstinence as the only 100
percent effective method of preventing
infection and/or pregnancy. The district also realizes that not all students will practice abstinence and should be
informed that a condom used properly
provides protection against sexual transmission of HIV/STIs and from unin-
tended pregnancy. In collaboration with medical and public health authorities, condoms are available at no cost
to students who request them. The parent/guardian withdrawals permission by submitting a written and signed le-
ter to the school nurse at any point. By
making condoms available, the district assumes no liability. BP 5141.25

Medications, Procedures and Health Accommodations The California Education Code (E.C. 49422, 49423) states that any student who requires a medication or a health-rela-
ted procedure prescribed by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the district receives:

• A written statement from the physician detailing the method, amount, and time schedules that the medication or procedure is to be administered, and
• A written statement from the stu-
dent’s parent/guardian authorizing the school district to administer the medication or procedure.

All medications must be in the original pharmacy container with the origi-
nal prescription label adhered to the container. Students may carry and
self-administer prescription auto-inject-
able epinephrine and asthma inhalers if
certain requirements are met. Parents/ guardians who request school staff members to administer medication, perform procedures or provide health-related accommodations at school must recognize that school health personnel will communicate with the student’s prescribing health professional if the school requires clarification about that procedure, accommodation, or medica-
tion delivery.

No other prescription or over-the-
counter medications, vitamins, or nutritional or alternative medications may be
carried by students on their person, in
backpacks, or other containers except as
indicated above and with the express
knowledge and permission of the
school nurse. Limited over-the-counter
medications may be available at some
school sites and can be given only by a
credible school nurse or trained health technician with parent/guardian
consent on file. Contact the school nurse if you have
questions regarding medication admin-
istration or procedure are available at
a school and on the website at sandiegounified.org/health_and_wellness_program. BP 5141.21

Medication at Home The parent/guardian of a student on a
continuing medication regimen at home is required to inform the school nurse or other designated certificated employee of the medication being
taken, current dosage, and name of the supervising physician. The information is gathered annually on the Health In-
formation Exchange form distributed at the beginning of each year. If new med-
ications are stated at any time during the school year, parents/guardians must notify the school.

Interscholastic Sports Physical Exam An annual physical examination is required for second-year students who participate in interscholastic athletic programs. The coach or school nurse may arrange for health screenings at
school. Complete physical exams by a personal physician are recommended.

In addition, the district recommends that new students submit reports of
recent physical exams when they enter school. A parent/guardian may file a
written, signed statement with the school principal stating that the parent/
guardian will not consent to a physical examination of the child.

Concussions Parents/guardians are required to notify the school nurse when a student has a concussion. Prior to
the school nurse to return to school the
following day, the student must:

• Demonstrate adequate knowledge and understanding of the concussion
• Demonstrate adequate knowledge and understanding of the concussion
• Demonstrate adequate knowledge and understanding of the concussion
• Demonstrate adequate knowledge and understanding of the concussion
• Demonstrate adequate knowledge and understanding of the concussion

H. Restorative Discipline Policy

BP 5144 San Diego Unified’s Restorative Disci-
pine Policy establishes a framework for
developing, refining, and implement-
ing a culture of restorative discipline
conducive to learning at every school.
This framework is built on school-wide
positive behavior support, a culture of
responsive care, positive response to
the systemic development of being
carefully identified ecological guidelines with the necessary structure for
fair and consistent implementa-
tion. The importance of school-wide
positive behavior supports, and re-
sponse to the systemic development of being
consistent with the principles of safety, respon-
sibility, respectfully, appreciated of
responses, honesty, and life-long learning.
The policy is available online at www.
sandiegounified.org/restorative discipline.

Sites will uphold the following principals to successfully implement the Resto-
ratcative Discipline Policy and maintain restorative communities:

• Engage students in relevant instruc-
tion, with clear agreements about
interactions with one another
• Create safe spaces throughout the campus and in classrooms for students, and
• Promote high standards of behavior Feedback, modeling, and monitoring behavior
• Par school discipline with meaningful
social emotional learning that offers
students the necessary guidance to
learn and thrive, and provides
students the necessary support to
contribute to their school commu-
nity.

To ensure effective relationships and communication in students,
academic matters, there should be
consideration of respect and for:

• Parent/guardians to be notified

Questions regarding the management plans or asbestos conditions should be
addressed to the Safety, Training, Per-
sonnel and Environmental Compliance
Department at 858-627-7174. AR 3514
I. Attendance

California Ed Code requires every child between the ages of 6 and 18 years to attend school every day. Studies show that student attendance increases student achievement. Parents/guardians are responsible for their child’s school attendance and must notify the school if their child is not in school and why. Acceptable reasons for excused absences are listed below. Absences due to activities such as babysitting, accompanying parents on errands, and attending concerts or sporting events are unexcused.

Absences from school for five or more days may be excused if a parent/guardian requests a contract for independent study at least one week prior to absence. The child must complete the contract within the time frame. After any absence, parents are requested to provide absence verification to the school office when the student returns to school. No student shall have his/her grade reduced or lose credit for an excused absence. A student with an excused absence will be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion of the assignment or test, within a reasonable period, the student will be given full credit. Tests and assignments that the student missed during the absence must notify the school if their child is not in school and why. Acceptable reasons for excused absences are listed below. Absences due to activities such as babysitting, accompanying parents on errands, and attending concerts or sporting events are unexcused.

Absences from school for five or more days may be excused if a parent/guardian requests a contract for independent study at least one week prior to absence. The child must complete the contract within the time frame. After any absence, parents are requested to provide absence verification to the school office when the student returns to school. No student shall have his/her grade reduced or lose credit for an excused absence. A student with an excused absence will be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion of the assignment or test, within a reasonable period, the student will be given full credit. Tests and assignments that the student missed during the absence.

Excused Absences

• Personal illness or injury
• Quarantine under the direction of a county or city health officer
• Having medical, dental, optometric or chiropractic services rendered
• Obtaining confidential medical services without the consent of the student’s parents or guardians (according to Title X law and regulations)
• Attending the funeral service of an immediate family member; one day if the service is in California and three days if outside of California
• Jury duty in the manner provided for by law
• Illness or medical appointment during school of a child whose custodial parent is the student
• Possession of a weapon

All other recommendations for expulsion are at the principal’s discretion and must address additional findings as stated in the California Ed Code. For more information, go to https://sandiegounified.org/expulsion-procedures.

BPAR 5141

Expulsion

California Ed Code specifies five infractions that require a principal to manda-

torily recommend expulsion:

• Possessing, selling, or furnishing a firearm
• Brandishing a knife at another person
• Unlawfully selling a controlled substance
• Committing or attempting to commit a sexual assault or sexual battery
• Brandishing a knife at another person

If truancy continues to be an issue, students may be referred to a truancy mediation or diversion program pursuant to California Ed Code.

J. Technology

San Diego Unified’s 11 initiative creates equitable learning opportunities by providing all students with a device for use inside and outside the classroom. Anytime, anywhere access to digital tools is a game-changer. It allows students to access the Internet, collaborate, and leverage new opportunities for personalized learning.

The use of the school provided device for non-school purposes is permissible but should not interfere with students’ academic use. The San Diego Unified School District (‘the District’) maintains the right to access the student’s account. The District may block access to information and materials that do not support approved educational objectives. Teachers and staff will choose resources on the internet that are appropriate for the classroom instruction and/or research for the needs, maturity, and $15 for charger.

BP 3260.2, AR 3260.2

The use of the school provided device for non-school purposes is permissible but should not interfere with students’ academic use. The San Diego Unified School District (‘the District’) maintains the right to access the student’s account. The District may block access to information and materials that do not support approved educational objectives. Teachers and staff will choose resources on the internet that are appropriate for the classroom instruction and/or research for the needs, maturity, and $15 for charger.

BP 3260.2, AR 3260.2

The use of the school provided device for non-school purposes is permissible but should not interfere with students’ academic use. The San Diego Unified School District (‘the District’) maintains the right to access the student’s account. The District may block access to information and materials that do not support approved educational objectives. Teachers and staff will choose resources on the internet that are appropriate for the classroom instruction and/or research for the needs, maturity, and $15 for charger.
Prohibited Uses
Transmission of any material in viola-
tion of any federal or state law and dis-
trect policy is prohibited. This includes, but is not limited to, the distribution of:
• Information that violates or infringes
  upon the rights of any other person
• Cyberbullying
• Defamatory, inappropriate, abusive,
  obscene, profane, sexually oriented,
  threatening, racially offensive or
  illegal material
• Advertisements, solicitations, com-
  mercial ventures, or political lobbying
• Information that encourages the use
  of controlled substances or the
• Use of the system for the purpose of
  inciting crime
• Material that violates copyright laws.
  BP 6162.6, AR 6162.6
• Vandalism, unauthorized access,
  “hacking” or tampering with hardware
  or software, including introducing “vi-
  ruses” or pirated software, is strictly
  prohibited (Penal Code, Section 502)
• Any attempt to bypass or circumvent
  the content filter and monitoring of
  network/computer usage
• Tampering with the district-installed
  Operating System
• Unauthorized access to any comput-
  er system including when doing so
  with credentials belonging to another
  individual
Inappropriate use may result in the
  cancellation of network privileges. An
  account can be closed at any time if
  deemed necessary. Depending on the
  seriousness of the offense, any of the
  following policies/procedures will be
  enforced: Education Code, district
  procedures, school site discipline, net-
  work use policy guidelines or referral
to law enforcement.

Privileges
The use of SandNet and the internet is a
  privilege, not a right. Inappropriate
use not aligned with behavior expec-
tations set forth by the school site will
include corrective actions up to and
including cancellation of those privileg-
es. The administration, teachers, and/or
other staff may request the site sys-
 tem administrator to limit, deny, revoke,
or suspend specific users accesses.
All activity on district devices and
  network are recorded and subject to
  review. Activity reports may be ac-
  cessed by a variety of school officials
  and may be shared with a student’s parents/guardians, law enforcement, or
  other outside entities when deter-
  mined necessary to maintain student
  and staff safety.

Network Rules and Etiquette
The use of SandNet and the internet
  requires that students abide by district
  rules of network use and etiquette:
• Be polite. Do not send abusive mes-
  sages to anyone
• Use appropriate language. Anything
  pertaining to illegal activities is strictly
  forbidden.
• Maintain privacy. Do not reveal the
  personal address, phone numbers, web
  sites or images of yourself or
  other persons. The school must have a
  parent/guardian release authoriz-
  ing publication before publishing a
  student’s picture, first name, or work
  on the internet.
• Respect copyrights. All information
  and communications accessible via
  the network are assumed to be the
  property of the author and should not
  be reused without his/her permission.
Cyberbullying
Cyberbullying is the use of any
  electronic communication device to
  convey a message in any form (text,
  image, audio, or video) that intimidates,
  harasses, or is otherwise intended to
  harm, insult, or humiliate another in a
  deliberate, repeated, or hostile and un-
  wanted manner. Using personal com-
  munication devices or district property
to cyberbully is strictly prohibited and
  may result in the cancellation of
  network privileges and/or disciplinary
  action. Cyberbullying may include, but
  is not limited to:
• Spreading information or photos to
  embarrass
• A heated unequal argument online
  that includes making rude, insulting,
  or vulgar remarks
• Isolating an individual from his or her
  peer group
• Using someone else’s screen name
  and pretending to be that person
• Forwarding information or photos
  that are meant to be private

Vandalism
Vandalism will result in cancellation of
  privileges. This includes, but is not
  limited to, the uploading or creation of
  computer viruses, attacks targeting
district systems, attempting to gain
  unauthorized access to a resource
  accessible by an unauthorized user
  causing an intentional disruption to
  network services.

Cell Phone and Mobile
  Communications Devices:
Students are allowed to possess and
  use cell phones, pagers and other
  electronic signaling devices on school
  campuses and school buses, at
  school-sponsored activities, and while
  under the supervision and control of
  district employees under the following
  circumstances:
• All K-12 students may use these
  devices on campus before school
  begins and after school ends
• Students in high school, grades
  9-12, may use them during the lunch
  period
• The devices must be kept out of sight
  and turned off during the instructional
  program and in the classroom
• Unauthorized use is grounds for
  confiscation of the device by school
  officials, including classroom teach-
  ers. BP 6880

PowerSchool
The PowerSchool Parent/Guardian/
  Student Portal provides secure online
  access to relevant school information.
• Parents/guardians/students have ac-
  cess to class schedules, attendance,
  grades, class assignments, teacher
  comments, and teacher emails.
• Parents/guardians can easily access
definitions, school notices, forms, and as-
  sessment score reports.
• Parents/guardians can subscribe to
  receive email notifications of their
  student’s current grades, attendance,
  and class assignments.

K. Language and Language Acquisition Programs
Parents/guardians of English Learn-
ers (EL) will be provided information
regarding limited English proficiency
programs, including the reason for
identifying their student as an EL, the
need for placement in a language
instruction educational program; the
student’s level of English proficient-
cy and how the level was assessed;
the status of the student’s academic
achievement; the methods of instruc-
tion used in the available program;
how the recommended program will
meet the student’s needs; program
performance and initial enrollment; and
the expected rate of transition into a
non-EL classroom.
San Diego Unified offers language ac-
quisition programs and language pro-
grams. Parents/guardians may choose
a program that best suits their child.

Language Acquisition Programs
are designed to ensure English acqui-
sition as rapidly and effectively as
possible. They provide instruction to
English learners based on state-ad-
opted academic content standards,
including English language develop-
ment. All district sites must provide the
Structured Language Immersion program
option for enrolled English learners.

Structured English
Immersion Program (SEI)
A language acquisition program for
English learners in which nearly all
classroom instruction is provided in
English, but with curriculum and a
presentation designed for students
who are learning English. At minimum,
students are offered Designated EL
and provided access to grade level
academic subject matter content with
Integrated EL.

Dual-Language Immersion
(DLI) Program (English/
Spanish/French)
A language acquisition program, also
referred to as Two-Way Immersion,
that provides language learning and
academic instruction for native speak-
ers of English and native speakers
of another language with the goals of
high academic achievement, high
language proficiency, and
cross-cultural understanding. This
program begins in Transitional Kindergar-
ten/Kindergarten (TK/K) and continues
to sixth grade. The Dual Language
Program Type
Language Acquisition
Program (English learners)

Language Program
(non-English learners)

Program

Characteristics

The California Code of Regulations section 11309 requires that any language
acquisition program provided will:
• Be designed using evidence-based research and include both Designated and
  Integrated English Language Development
• Be allocated sufficient resources by the local educational agency (LEA) to be
effectively implemented, including, but not limited to, certified teachers with
  the appropriate authorizations, necessary instructional materials, pertinent professional
development for the proposed program, and opportunities for parent and community
  engagement to support the proposed program goals
• With a reasonable period, lead to:
  - Grade-level proficiency in English, and, when the program model includes instruction
    in another language, proficiency in that other language
  - Achievement of the state-adopted academic content standards in English, and,
    when the program model includes instruction in another language, achievement of
    the state-adopted academic content standards in that other language

Language programs offer students who are not English learners opportunities to be
instructed in languages other than English.
• May lead to proficiency in languages other than English.

The PowerSchool Parent/Guardian/
  Student Portal provides secure online
  access to relevant school information.

Parents/guardians/students have ac-
cess to class schedules, attendance,
grades, class assignments, teacher
comments, and teacher emails.

Parents/guardians can easily access
definitions, school notices, forms, and as-
  sessment score reports.

Parents/guardians can subscribe to
  receive email notifications of their
  student’s current grades, attendance,
  and class assignments.

For more information, visit www.sandi-
.net/it/powerschool/portal.

Language programs offer students who are not English learners opportunities to be
instructed in languages other than English.
• May lead to proficiency in languages other than English.
Programs create opportunities for students to celebrate and honor diversity and use the classroom experience as an opportunity to connect socially and academically. Students enrolled in these programs can earn the California State Seal of Biliteracy. More information at www.cde.ca.gov/ps/els/sealofbiliteracy.asp


Developmental Bilingual Program (English/Spanish)

A language acquisition program for English learners that provides in-struction to students utilizing English and a student’s native language for literacy and academic instruction, en-abling an English learner to achieve language proficiency and meet state academic achievement goals. This program begins in TK/k and continues with the goal of biliteracy at fifth grade.


Middle School Dual Language Pathway Programs

The following schools offer course-works that support the development of dual language programs. Content courses are taught in the corresponding target language. Students enrolled in these programs may have the opportunity to earn the California State Seal of Biliteracy in high school.

- Spanish: Bell Middle, Clark Middle, Del Oro, Gold Hills K-8, Innovation Middle, Knox Middle, Longfellow K-8, Mann Middle, Millenium Tech Middle, Montgomery Middle, Mur Language Academy K-8, Pershing Middle, Roosevelt Middle, Taft Middle, Logan Memorial EC, and Wilson Middle

French/Spanish: Language Academy K-8

- Mandarin: Pacific Beach Middle

L. Forms and Instructions

The required Universal Form and the optional Pesticide Use Notification form are included in this booklet on the following pages. Some schools provide these printed forms separately for your convenience.

Pesticide Use Notification Form (Optional)
After reviewing the Facts for Parents booklet, student and parent/guardian must check each section, and return this form to the school office.

1. DISCRIMINATION, HARASSMENT, INTIMIDATION, & BULLYING POLICIES
   (Facts for Parents: Section C/D)
   By checking each circle and signing below, I acknowledge the following:
   - My student and I have read and understand the Discretion and Harassment Policies Section C/D.
   - My student and I understand the consequences should my student violate the policy.
   - I have been informed of these rights.

2. PHOTOGRAPHY/VIDEO/MEDIA RELEASE
   (Facts for Parents: Section G/H)
   During the school year, schools host events where representatives of the news media will be on campus to gather photographs and/or videoclip. In addition, parents and students may take photographs and/or video recordings to share with the community.
   - Photos and videos may be used on school district websites, brochures, social media, etc.
   - In addition, parents and students may take photos of events in classrooms or around schools. These photographs may be posted on the internet, on social media or otherwise distributed without the permission of the school.
   - Parents/Guardians who prefer that their child not be photographed or video recorded must notify their school office.
   - Please be aware that photographing and video recording by devices such as mobile phones may take place without the knowledge of the teacher, principal, or district staff.
   - Parents/Guardians of students that prefer not to be photographed or video recorded must notify their school office.

3. RESTORATIVE DISCIPLINE PLAN
   (Facts for Parents: Section H)
   I acknowledge that my student has read the Uniform Discipline Plan, and that my student and I understand the consequences should my student violate the policy.

4. HEALTH REQUIREMENTS
   (Facts for Parents: Section J)
   My student and I understand the consequences should my student violate the policy.
   - I have been informed of these rights.
   - I acknowledge that my student has read the Uniform Health Plan, and that my student and I understand the consequences should my student violate the policy.
   - I have been informed of these rights.

5. TECHNOLOGY/NETWORK USE GUIDELINES
   (Facts for Parents: Section J)
   The “Network use Guidelines” for San Diego Unified School District is a contract to gather photographs and/or video footage. In addition, parents and students may take photos of events in classrooms or around schools. These photographs may be posted on the internet, on social media or otherwise distributed without the permission of the school. Parents/Guardians who prefer that their child not be photographed or video recorded must notify their school office.
   - Parents/Guardians of students that prefer not to be photographed or video recorded must notify their school office.

6. SIGNATURE:
   By completing sections 1-5 and signing below, I, the student, and I, the parent, have read, understand and acknowledge the policies and rights outlined above and described in detail in Facts for Parents.
   
   STUDENT: I understand and will abide by the rules and conditions outlined in section J about access to technology, the internet and other San Diego Unified networks.
   - Parents/Guardians who prefer that their child not be photographed or video recorded must notify their school office.
   - Please be aware that photographing and video recording by devices such as mobile phones may take place without the knowledge of the teacher, principal, or district staff.
   - Parents/Guardians of students that prefer not to be photographed or video recorded must notify their school office.

   PARENTS OR GUARDIANS: I give my permission to:
   - yes
   - no
   - (select all that apply)
   - (Include city and zip code)

   Return completed form by U.S. Mail to:
   4860 Ruffner St. San Diego, CA 92111-1522

   For more information, please visit: MWW.sandiego.unified.org/integrated_pest_management