



**ANNUAL FAMILY NOTICE**

**2025-2026**

ANNUAL PARENT NOTICE  
2025-2026

Dear Parent/Guardian:

State law requires school districts and the county office of education ("county office") to provide annual notice to parents/guardians of certain rights and responsibilities. Parents/guardians are required to acknowledge receipt of this notice by signing and returning the receipt and acknowledgment (Part I of Form A) to your school district or county office program.

**CURRICULUM AND INSTRUCTION**

**Instructional Materials:**

All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent/guardian in a reasonable time frame or in accordance with school district or county office policies or procedures.

Education Code §§ 49091.10(a); 51101(a)(8).

**Observation:**

Upon written request, a parent/guardian has the right to observe instruction and other school activities that involve their child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Education Code §§ 49091.10(b); 51101(a)(1).

**Beliefs:**

A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This does not relieve pupils of any obligation to complete regular classroom assignments. Education Code § 49091.12(a).

**Curriculum:**

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

**Animal Dissection:**

A pupil who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program has a right to request an alternative educational project. Education Code §§ 32255-32255.6, 48980(a).

**Sexual Health and HIV Prevention Education:**

The Healthy Youth Act ("Act") authorizes a school district or county office to provide comprehensive sexual health education and HIV prevention education to all pupils in grades 7 to 12. Education Code §§ 51933 et seq., 48980(a).

- Written and audio-visual educational materials used in comprehensive sexual health education and HIV prevention education will be made available for your inspection. Education Code § 51938.
- You will be notified whether the comprehensive sexual health education or HIV prevention education will be taught by school district/county office personnel or by outside consultants. Education Code § 51938.
- You may request a copy of the Act from the school district or county office. Education Code § 51938.
- You may request in writing that your child be excused from comprehensive sexual health education and HIV prevention education. (Fill out Part II of Form A to make a request.) Education Code § 51938.

**Tests, Questionnaires, Surveys, Examinations on Personal Beliefs or Practices:**

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

**Minimum Days and Staff Development:**

Attached to this notice is the calendar for the school year, which includes the current schedule of any minimum days or pupil-free staff development days. Parents/guardians will be notified during the school year of any additional minimum days and pupil-free staff development days not later than one month before the scheduled minimum or pupil-free day. Education Code § 48980(c).

**PUPIL BEHAVIOR AND DISCIPLINE****Sexual Harassment:**

The school district and county office prohibit sexual harassment of or by any pupil or by anyone employed by or otherwise working or volunteering for the school district or county office. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Any person who feels that they are being discriminated against or harassed should immediately contact their principal or designee so that they can address the situation. A written complaint may be filed in accordance with the district or county office's Uniform Complaint Procedures. Written complaint procedures are available at all school sites. A copy of the school district or county office's written policy on sexual harassment, as it pertains to pupils, is attached to this notice. Education Code §§ 48980(f), 212.5, 231.5; 5 C.C.R. § 4917.

**Evaluations:**

A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of their parent/guardian. Education Code § 49091.12(c).

**Unexcused Absence:**

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

**Truancy:**

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian using the most cost-effective method possible, which may include email or a telephone call:

- a. That the pupil is truant.
- b. That the parent or guardian is obligated to compel the attendance of the pupil at school.
- c. That alternative educational programs are available in the school district.
- d. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- e. That mental health and supportive services may be available to the pupil and the family.
- f. That school personnel are available to meet with the pupil and family to develop strategies to support the pupil's attendance at school.
- g. That research shows that missing 10 percent of school for any reason can translate into pupils having difficulty learning to read by third grade, achieving in middle school, and graduating from high school.
- h. This section shall become operative on July 1, 2025.

Education Code § 48260.5.

**Chronic Truancy:**

The parent/guardian of any pupil in grades 1 through 8 who is found to be a "chronic truant" may be found guilty of a misdemeanor. Education Code § 48263.6; Penal Code § 270.1.

**Pupil Discipline Rules:**

A copy of the school's pupil discipline rules may be obtained by contacting the principal or designee. The parent/guardian of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in the class of their child or ward. Education Code §§ 35291, 48980(a), 48900.1.

**PUPIL HEALTH, SAFETY AND MEDICAL TREATMENT****Fingerprint Policy:**

Information concerning the school district or the county office's pupil fingerprint policy, if any, is provided at the time of enrollment. Education Code §§ 32390, 48980(e).

**Confidential Medical Services:**

School authorities may excuse any pupil enrolled in grades 7 through 12, inclusive, from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. Education Code § 46010.1.

**Pupil Immunization:**

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

If a parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the immunization requirements. Any child with a medical exemption authorized prior to January 1, 2020, shall be allowed continued enrollment until they enroll in the next grade span. "Grade span" means (1) from birth through preschool; (2) transitional kindergarten through 6th grade; and (3) grades 7 through 12. After July 1, 2021, a student may not be unconditionally admitted or readmitted, or admitted/advance to the seventh grade, unless they have been immunized or files a medical exemption that is compliant with a required statewide form.

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

Health and Safety Code §§ 120335, 120370; Education Code §§ 48216, 48980(a), 49403.

**Physical Examinations:**

A child may be excluded from physical examination whenever a parent/guardian files a written statement with the school that they will not consent to a physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. (School children are examined for vision, hearing, and curvature of the spine at selected grade levels.) Education Code §§ 48980(a), 49450 – 49455.

**Psychological Testing:**

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

**Pupil Medication:**

Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician or surgeon or physician assistant, as specified by law, detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the pupil's parent, foster parent, or guardian indicating their desire to have the school assist in administering the physician and surgeon, or physician assistant's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit both a written statement of instruction from their physician or surgeon or physician assistant, as specified by law, that includes a confirmation that the student is able to self-administer such medication, and a written statement from the pupil's parent, foster parent, or guardian consenting to the self-administration, as well as applicable releases. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Education Code §§ 48980(a), 49423, 49423.1.

**Continuing Medication:**

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

**Pupil Insurance:**

The school district or county office may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. You may obtain further information regarding availability of pupil accident insurance by contacting your school's principal. Education Code §§ 48980(a), 49472.

**Emergency Medical Care:**

Parents/guardians must provide current updated emergency contact information to your child's school of attendance, including your home address and telephone number, business address and telephone, and the name, address and telephone number of a relative or friend who is authorized to care for your child in any emergency situation if you cannot be reached,. If your child is ill or injured during regular school hours and requires reasonable medical treatment, and if you cannot be reached, the school district, county office, or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. Education Code §§ 49407; 49408.

**Pupil Safety:**

A parent/guardian has the right to have a safe and supportive learning environment for their child. Education Code § 51101(a)(7).

**Unsafe School Choice Option:**

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

**Tobacco-Free Campus:**

Use of tobacco products at any time by students, staff, parents, or visitors is strictly prohibited in county office or district-owned or leased buildings, on county office, school, or district property, and in county office, school, or district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off county office or district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solutions. Health and Safety Code § 104420.

**Sun Protective Clothing/Sunscreen:**

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

**Oral Health Assessment:**

Any pupil, while enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having

received an oral assessment by a licensed dentist or other licensed or registered dental health professional. While "kindergarten" includes both transitional kindergarten and kindergarten, the required proof of a pupil's oral health assessment upon first enrollment must only be presented once during the two-year kindergarten program. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Education Code § 49452.8.

**Type 1 Diabetes Information:**

Information regarding Type 1 Diabetes is available on the California Department of Education's website at: <https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp> Education Code § 49452.6.

**Synthetic Drug Use Dangers:**

Parents/guardians should be aware of the possibility that dangerous synthetic drugs can be found in counterfeit pills and that there is a risk of social media platforms being used to market and sell synthetic drugs, such as fentanyl. Information about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, is available on the District's website. Education Code § 48985.5

**PUPIL PERFORMANCE AND EVALUATION****School Accountability Report Card:**

A copy of the school district and county office's accountability report card may be obtained from your child's school upon request. Education Code § 35256.

**Parent Meeting with Teacher and Principal:**

Upon reasonable notice, a parent/guardian has the right to meet with their child's teacher(s) and principal. Education Code §51101(a)(2).

**Parent Notification:**

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

**Academic Expectations:**

A parent/guardian has the right to be informed of the academic expectations of their child. Education Code § 51101(a)(11).

**Participation in State Assessments and Option to Request Exemption:**

Pupils in applicable grade levels will participate in the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent may submit a written request to excuse their child from any or all parts of the CAASPP assessments for that school year. Education Code §§ 60640, 60615, 5 C.C.R. § 852.

## **PUPIL RECORDS**

### **Pupil Records Access:**

Parents/guardians have the right to access school records of their child, and to question, and receive a response from the school regarding items on their child's record that a parent/guardian feels is inaccurate, misleading, or is an invasion of their child's privacy. Education Code §§ 51101(a)(10), (15), 49063(f); 49069.7.

### **Notification of Privacy Rights of Pupils:**

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

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

In addition, a parent/guardian, adult, or eligible student may receive a copy of any information in the pupil's records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to the challenge to content of records are available through the principal of their child's school or their designee. Parents/guardians may contact their child's school to review the log listing those who have requested or received information from their child's pupil records. Access to a pupil's records will only be granted to those with a legitimate educational interest.

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

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

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

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

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

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

**Disclosure of Student Information Pursuant to Court Order or Subpoena:**

Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent/guardian in advance of disclosing student information pursuant to a lawfully issued subpoena, and in the case of compliance with a court order, if lawfully possible within the requirements of the order. Education Code § 49077.

**California College Guidance Initiative Data Sharing:**

The California College Guidance Initiative (CCGI) works with California school districts to make applying for college and student financial aid a more streamlined experience for students. The CCGI currently receives enrollment data for all public school students in grades 6-12 from the California Department of Education. Grades 9-12 pupil transcript information may be shared with the CCGI in order to: (i) Provide pupils and their families with direct access to online tools and resources for college and career planning; and(ii) Enable pupils to transmit information shared with the CCGI to postsecondary educational institutions for purposes of admissions and academic placement, and the Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid. For more information about the CCGI, visit their website at: <https://www.californiacolleges.edu/#/> Education Code §§ 60900, 60900.5.

**ATTENDANCE, TEMPORARY INSTRUCTION AND ENROLLMENT**

**Excused Absences:**

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

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For purposes of having medical, dental, optometrical, or chiropractic services rendered.
4. For purposes of attending the funeral services or grieving the death of either a of a member of the pupil's immediate family as defined in the Education Code, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five (5) days per incident.
5. For purposes of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an attendance or appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat which shall not exceed one (1) schoolday per semester, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
8. For purposes of serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code.
9. For purposes of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For purpose of attending the pupil's naturalization ceremony to become a United States citizen.



11. For purposes of participating in a cultural ceremony or event. "Cultural" means relating to the practices, habits, beliefs, and traditions of a certain group of people.
12. For purposes of a middle school or high school pupil engaging in a civic or political event, including but not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls, provided that the pupil notifies the school ahead of the absence.
  - (i) A pupil who is absent for this reason is required to be excused for only one school day-long absence per school year.
  - (ii) A pupil who is absent for this reason may be permitted additional excused absences in the discretion of a school administrator.
13. For any of the purposes described in clauses (i) to (iii) below, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died, so long as the absence is not more than three (3) days per incident.
  - (i) To access services from a victim services organization or agency as defined in Government Code section 12945.8(i).
  - (ii) To access grief support services.
  - (iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation. Any absences beyond three (3) days for the reasons described above shall be subject to the discretion of the school administrator, or their designee, pursuant to Education Code section 48260.
14. Due to the pupil's participation in military entrance processing.
15. Authorized at the discretion of a school administrator, as described in subdivision (c) of Education Code section 48260.

A pupil with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit for those assignments and tests. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Education Code §§ 48980(a), (i), 48205; Elections Code § 12302.

#### **Absence for Religious Exercises/Instruction:**

With parent/guardian written consent, a student may be excused from school in order to participate in religious exercises or instruction consistent with the limitations specified in Education Code section 46014, provided the district's Board has adopted a resolution permitting such absence and has adopted regulations governing such absences and the reporting thereof. Education Code §§ 46014, 48980(a).

#### **Attendance Options:**

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

Parents/guardians may contact their student's school or district of residence for more information about the available statutory and local attendance options, including information regarding application procedures for alternative attendance areas or programs and district application form(s) for requesting a change of attendance, and for information regarding the appeals process, if any, when a change of attendance is denied.

Education Code § 48980(g).

#### **Individual Instruction:**

Except for pupils receiving individual instruction provided pursuant to a school district or county office-sponsored program, a pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive either individual instruction at home provided by the school district in which the

pupil is deemed to reside, or individual instruction in a hospital or other residential health facility, excluding state hospitals, provided by the school or other residential health facility is located. Education Code §§48206.3; 48980(b)

**Residence When Hospitalized:**

Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent/guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian of a pupil with temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Education Code §§ 48207, 48208, 48980(a).

**Residence Based on Parent/Guardian Employment:**

A pupil complies with the residency requirements for school attendance in a school district if the pupil's parent or guardian resides outside the boundaries of that school district but is employed and lives with the pupil at the place of their employment within the boundaries of the school district for a minimum of 3 days during the school week. Education Code § 48204(a)(7).

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

**Students of Active Military Parent/Guardian:**

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

**Pupil of California Resident Parents Departed State Against Their Will:**

A pupil complies with the residency requirements for school attendance in a school district if their parent(s)/guardian(s) were residents of the state but departed against their will, and the pupil seeks admission to a school of a school district, if certain requirements are met. Education Code § 48204.4.

**Attendance Where Caregiver Resides:**

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

**Intradistrict Enrollment:**

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

**Interdistrict Attendance:**

A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement. Each school district has adopted policies regarding interdistrict attendance. You may contact your student's school for an application and further information. Education Code §§ 46600 et seq.

**Specific School Request:**

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

**Notice of Alternative Schools:**

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

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

In the event any parent/guardian, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Contact the school for more information. Education Code §§ 58500; 58501.

**MISCELLANEOUS****Parent Involvement:**

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

**Volunteering Time and Resources:**

Parents/guardians may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher. Education Code § 51101(a)(3).

**Nondiscrimination:**

The school district and county office have a policy of nondiscrimination on the basis of a person's race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, in any of its policies, practices or procedures programs or activities. The policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the school district and county office, and all acts of the governing board or body of the local educational agency, the superintendent of the school district, and the county superintendent of schools in enacting policies and procedures that govern the local educational agency. The school district's and county office's nondiscrimination policy comply with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act of 1973 ("Section 504"), the Individuals With Disabilities Education Improvement Act of 2004 and other related state and federal laws. Pupils, parents, or any other individual having questions or concerns regarding these nondiscrimination and harassment policies or who may wish to file a complaint should contact the school district or the county office. Education Code §§ 220, 234.1; 5 C.C.R. §§ 4900 et seq.

**Pupils with Exceptional Needs/Section 504:**

Placer County school districts are included in the Placer County Special Education Local Plan Area ("SELPA"). Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education. If you suspect that your child

has exceptional needs due to a disability, you may request an assessment for eligibility for special education services by contacting your school principal or the Placer County Office of Education at (530) 889-8020. Education Code § 56300 et seq.

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

**Minimum Age for Admission to Kindergarten:**

Districts shall admit a pupil into kindergarten at the beginning of the school year, or at a later time in the same school year, if the pupil will be 5 years of age on or before September 1 of the school year. Education Code § 48000(a).

**Nutrition Program, Free or Reduced-Price Meals:**

Free or reduced price meals are available for needy pupils. Contact your student's school for eligibility information. Education Code §§ 48980(b); 49510 et seq.

**Pregnant and Parenting Pupils:**

Pregnant and parenting pupils, as defined in Education Code section 46015, have rights and options available to them, including, but not limited to, the provision of parental leave and reasonable lactation accommodations on campus. Education Code §§ 222, 222.5, 46015, 48980(a).

**Educational Rights of High Mobility Students:**

Foster youth, students experiencing homelessness, former juvenile court school students, children of a military family, migratory students, or newcomer students shall be afforded rights, including those specified in Education Code sections 49069.5, 48853, 51225.1, and 51225.2. A complaint of noncompliance with the requirements of these sections may be filed under the district or county office's Uniform Complaint Procedures.

**Personal Property:**

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

**Parent Responsibility:**

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

**Asbestos Management Plan:**

The school district has a current asbestos management plan for each school site available for inspection at the district offices during normal business hours. 40 C.F.R. § 763.93; Education Code § 49410 et seq.

**Use of Pesticide Products:**

Please find attached to this notice a list of pesticide products expected to be applied at school sites this year. Recipients of this notice may register with their school site if they wish to receive notification of individual pesticide applications at the school site. Education Code §§ 17612, 48980.3.

**Uniform Complaint Procedures:**

The school district and county office have adopted Uniform Complaint Procedures (UCP) for the filing, investigation, and resolution of complaints subject to the UCP process, including those alleging unlawful discrimination, harassment, intimidation, and bullying, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group

identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on their association with a person or group with one or more of these actual or perceived characteristics; failure to comply with specified state and/or federal laws governing educational programs, including, adult education programs, consolidated categorical aide programs, migrant education, vocational education, physical education instructional minutes (grades 1-6), child care and development programs, child nutrition programs, special education programs, course periods without educational content (grades 9-12); and matters pertaining to the rights of foster youth, homeless youth, former juvenile court school pupils, children of military families, migratory children, and newcomer pupils; compensatory education; and accommodations for lactating students, and pregnant and parenting students; school safety plans; failure to comply with Local Control and Accountability Plan requirements; and for unlawfully charging pupil fees. A copy of the district or county office's Uniform Complaint Procedures is enclosed with this Notice. 5 C.C.R. § 4600 et seq.; Education Code § 49013, 48853.5

**Williams Uniform Complaint Procedure:**

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

**Local Control Accountability Plan Compliance:**

School districts and county offices of education are required to adopt and annually update their Local Control and Accountability Plan (LCAP). The public has the opportunity to submit written comments regarding specific actions and expenditures in the proposed LCAP or annual update. Education Code § 52062.

**Pupil Protections Relating to Immigration and Citizenship Status:**

All students have a right to a free public education, regardless of immigration status or religious beliefs. The California Attorney General's website provides resources for immigrant students and family members online at: <https://oag.ca.gov/immigrant> Education Code § 234.7.

**Professional Qualifications of Teachers:**

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

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

20 U.S.C. § 6312; 34 C.F.R. § 200.61.

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):**

PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law, to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- Inspect, upon request and before administration or use:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

Parents/guardians who believe their rights have been violated may file a complaint with:

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

20 U.S.C. § 1232h.

## Firearms Safety Memorandum

**To:** Parents and Guardians of Students in the **Roseville City School District**

**From:** Derk Garcia, Superintendent

**Subject:** California Law Regarding Safe Storage of Firearms

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The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Roseville City School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.<sup>1</sup>
  - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.<sup>2</sup>

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<sup>1</sup> See California Penal Code sections 25100 through 25125 and 25200 through 25220.

<sup>2</sup> See California Penal Code section 25100(c).

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>4</sup>

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

**Derk Garcia, Superintendent**

Date published: July 17, 2023  
California Department of Education

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<sup>3</sup> See California Civil Code Section 29805.

<sup>4</sup> See California Civil Code Section 1714.3.



**Policy 1312.3: Uniform Complaint Procedures**

**Status:** ADOPTED

**Original Adopted Date:** 05/03/2018 | **Last Revised Date:** 06/20/2024 | **Last Reviewed Date:** 06/20/2024

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

**Complaints Subject to UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. After School Education and Safety programs (Education Code 8482-8484.65)
3. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
4. Child care and development programs (Education Code 8200-8488)
5. Compensatory education (Education Code 54400)
6. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
7. Course periods without educational content (Education Code 51228.1-51228.3)
8. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243)

9. Educational and graduation requirements for students in foster care students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and students participating in a newcomer program (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
10. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one

student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

11. Local control and accountability plan (Education Code 52075)
12. Migrant education (Education Code 54440-54445)
13. Physical education instructional minutes (Education Code 51210, 51222, 51223)
14. Student fees (Education Code 49010-49013)
15. Reasonable accommodations to a lactating student (Education Code 222)
16. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
17. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
18. State preschool programs (Education Code 8207-8225)
19. State preschool health and safety issues in license-exempt programs (Education Code 8212)
20. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
21. Any other state or federal educational program the SPI or designee deems appropriate

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)

3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures.
  4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department.
  5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with Administrative Regulation 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
  6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
  7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with Board Policy 3555 - Nutrition Program Compliance. (5 CCR 15582)
  8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments, shall be investigated and resolved in accordance with Administrative Regulation 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)
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**Policy 5020: Parent Rights And Responsibilities**

**Status:** ADOPTED

**Original Adopted Date:** 10/15/2015

The Board of Education recognizes that parents/guardians of district students have certain rights as well as responsibilities related to the education of their children.

The Board believes that the education of the district's students is a shared responsibility. The Superintendent or designee shall work with parents/guardians, including parents/guardians of English learners, to determine appropriate roles and responsibilities of parents/guardians, school staff and students for continuing the intellectual, physical, emotional and social development and well-being of students at each school site, including the means by which the schools and parents/guardians can help students achieve academic and other standards of the school.

Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school. (Education Code 51100)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall ensure that district staff understand the rights of parents/guardians afforded by law and Board policy and follow acceptable practices that respect those rights.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall ensure that parents/guardians receive notification regarding their rights in accordance with law.

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall take all reasonable steps to ensure that all parents/guardians who speak a language other than English are properly notified in English, and in their home language of the rights and opportunities available to them pursuant to Education Code 48985. (Education Code 51101.1)

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**Policy 5145.7: Sex Discrimination and Sex-Based Harassment**

**Status:** ADOPTED

**Original Adopted Date:** 11/17/2016 | **Last Revised Date:** 09/09/2021 | **Last Reviewed Date:** 09/09/2021

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 - Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

**Instruction/Information**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as

applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation.

### **Disciplinary Actions**

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

### **Record-Keeping**

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

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**Policy 6020: Parent Involvement**

**Status:** ADOPTED

**Original Adopted Date:** 12/14/2017 | **Last Revised Date:** 04/08/2021 | **Last Reviewed Date:** 04/08/2021

The Board of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with parents/guardians and family members to jointly develop and agree upon policy and strategies to meaningfully involve parents/guardians and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

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

**Title I Schools**

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement

programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 US 6318)

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

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

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

#### **Non-Title I Schools**

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

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### **Education Code Section 48980(m) - Transfer of Student with Felony Conviction**

A school district that elects to adopt a policy regarding the transfer of pupil convicted of a violent felony or misdemeanor, pursuant to Education Code section 48929, shall inform parents and guardians of the policy in the Annual Notice to Parents. BP5116.2

### **AB 500: Code of Conduct**

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The Roseville City School District Board of Education expects district employees to maintain the highest ethical standards, exhibit professional behavior, to follow district policies and regulations, and to abide by state and federal laws. Employee conduct should enhance the integrity of the district and the goals of the educational program. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

Pursuant to CA AB500 and Education Code 44050, the RCSD Board expects district employees to accept the following Board Policies as the code of ethics regarding interactions employee interactions with students:

### **Professional Standards**

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The Board of Education expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

(cf. [0200](#) - Goals for the School District), (cf. [4119.1/4219.1/4319.1](#) - Civil and Legal Rights), (cf. [5131](#) - Conduct) & (cf. [5137](#) - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. [2111](#) - Superintendent Governance Standards) & (cf. [9005](#) - Governance Standards)

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

(cf. [4112.2](#) - Certification), (cf. [4131](#) - Staff Development), (cf. [4231](#) - Staff Development) & (cf. [4331](#) - Staff Development)

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

(cf. [0450](#) - Comprehensive Safety Plan) & (cf. [4158/4258/4358](#) - Employee Security)

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

(cf. [0410](#) - Nondiscrimination in District Programs and Activities), (cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)

(cf. [5131.2](#) - Bullying), (cf. [5145.3](#) - Nondiscrimination/Harassment) & (cf. [5145.7](#) - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity

(cf. [3513.3](#) - Tobacco-Free Schools), (cf. [4020](#) - Drug and Alcohol Free Workplace), (cf. [4112.41/4212.41/4312.41](#) - Employee Drug

Testing) & (cf. [4112.42/4212.42/4312.42](#) - Drug and Alcohol Testing for School Bus Drivers)

9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information

(cf. [3580](#) - District Records), (cf. [4119.23/4219.23/4319.23](#) - Unauthorized Release of Confidential/Privileged Information)

(cf. [5125](#) - Student Records) & (cf. [5125.1](#) - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. [4119.25/4219.25/4319.25](#) - Political Activities of Employees)

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. [4040](#) - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. [4119.22/4219.22/4319.22](#) - Dress and Grooming)

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. [1312.1](#) - Complaints Concerning District Employees) & (cf. [5141.4](#) - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. [4117.7/4317.7](#) - Employment Status Reports), (cf. [4118](#) - Dismissal/Suspension/Disciplinary Action) &

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

#### Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code [44050](#))

(cf. [1113](#) - District and School Web Sites) & (cf. [5145.6](#) - Parental Notifications)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

44050 Employee code of conduct; interaction with students

44242.5 Reports and review of alleged misconduct

48980 Parental notifications

##### PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Professional Standards for Educational Leaders, February 2014

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Professional Standards for Educational Leaders, 2015

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education: <http://www.cde.ca.gov>

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.wested.org>

Policy ROSEVILLE CITY SCHOOL DISTRICT

adopted: March 1, 2018 Roseville, California

## **Professional Standards**

### **CODE OF ETHICS OF THE EDUCATION PROFESSION**

#### **Preamble**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

#### **Principle I. Commitment to the Student**

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety

5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any student
  - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage
8. Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Principle II. Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

1. Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not misrepresent his/her professional qualifications
3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
5. Shall not assist a noneducator in the unauthorized practice of teaching
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
7. Shall not knowingly make false or malicious statements about a colleague
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action

Source: National Education Association, 197 Exhibit ROSEVILLE CITY SCHOOL DISTRICT

version:: October 15, 2015 Roseville, California

#### **HPV Cancer Prevention - Ed Code 48980.4**

##### **For incoming 6th - 8th grade parents and guardians:**

This information is for the parents/guardians of students admitted to or advancing to the 6th grade. Pupils in the state are advised to adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the Federal Centers for Disease Control and Prevention (CDC), The American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human Papillomavirus (HPV) immunization before admission or advancement to the eighth-grade level of any private or public elementary or secondary school. Per HSC 120336, "HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks."

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#### **Stock Emergency Epinephrine Auto-Injector Location - Front Office**

This notice provides the locations of RCSD's emergency epinephrine auto-injectors. At each school site, the front office has a wall-mounted "Stock Emergency Medication" box that contains them.

Anaphylaxis is a potentially life-threatening reaction to a specific substance. Causes of Anaphylaxis may include but are not limited to, an insect sting, food allergy, drug reaction, or exercise. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma.

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#### **Menstrual Equity for All Act**

The Menstrual Equity for All Act requires schools serving any grade 3-12 to stock the school's restrooms at all times with an adequate supply of menstrual products, available, accessible, and free of cost. Our school is in compliance and has dispensers in restrooms which provide free products to any student who may need them. Signage is posted to notify the front office and/or custodial staff if dispensers are empty during the school day. Please discuss with your student appropriate use of menstrual products.

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#### **Inter/Intra District Transfer Information**

Below are links for the Roseville City School District Inter and Intra-District Transfer Information:

- Inter-District Transfer application (Requesting to attend a school in another district), [click here](#).
- Intra-District Transfer application (Requesting to move schools within RCSD). This form is accessed through either your [New Student Registration](#) or [Returning Student Registration](#).

## RCSD FAMILY/SCHOOL COMPACT

*Derk Garcia, Superintendent*

### **School Responsibilities**

**The school plays a very important role in developing learning skills for life. To enhance your child's education and success in school, your child's school will make every effort to:**

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating student to meet the State's student academic achievement standards as follows:

- Provide highly qualified staff including support staff (instructional aides).
- Utilize a Standards Based Curriculum, and research-supported intervention programs.

Hold parent-teacher conferences at the elementary schools, during which this compact will be discussed as it relates to the individual child's achievement. Fall conferences will be held during conference week in November of each year. Spring conferences will be held to discuss plans for assisting students who are not meeting grade level standards.

Provide parents with frequent communication about their children's progress.

- Progress Reports will be provided each trimester for students falling below expected target levels of proficiency (grades K-8).
- Standards Based Report cards will be provided for all students each trimester.

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- Teachers will be available 20 minutes before and after school most days to meet with parents. Additional conferences may be initiated at parent or teacher request.
  - Appointments are encouraged for the convenience of parents and staff.
  - Translation will be available upon request.
- Teachers are available via phone, Zoom, and/or email before or after school hours.

Provide parents opportunities to volunteer and participate in classrooms by:

- Working with students.
- Supporting or assisting the teacher with projects and activities.
- Volunteering as an elementary Art Docent or within a school specific program

### **Family Responsibilities**

**Parents and family are a child's first and most important teachers. To encourage my child's learning and success in school, I will make every effort to:**

- Ensure my child's attendance for the full instructional day, including distance learning instruction time.
  - Send my child to school on time, well rested, nourished, and ready to learn every day.
  - Schedule appointments after school hours or during vacation periods.
- Attend Back to School Night, Parent Conferences, and other school events.
- Provide a quiet place for my child to study every night.
- Motivate my child and help them improve in school.
- Spend at least 30 minutes per day reading with/to my child.
- Participate, as appropriate, in decisions relating to my children's education.
- Promote positive activities for my child's extracurricular time.
- Stay informed about my child's education by promptly reading all notices from the school or the school district.
- Communicate to the school any factors that may affect my child's performance in school.
- Partner with my child's teachers, maintaining a positive, constructive relationship.

### **Student Responsibilities**

**Students who take responsibility for their education learn more. To maximize my learning, I will make every effort to:**

- Come to school on time, ready to learn, and bring all necessary materials, and completed assignments.
- Respect the school, and other students, staff, and families, and know and follow school, class rules, and technology rules.
- Read and abide by policies and procedures in the Parent-Student Handbook.
- Communicate regularly with my parents and teachers about school experiences so they can help me to be successful in school.
- Read or be read to each night.
- Stay motivated to improve in school.

**English Language Proficiency Assessments for California (ELPAC)  
Administration and Annual Parent Notice**

The English Language Proficiency Assessments for California (ELPAC) is a state assessment that is administered in grades TK-12 to determine the English proficiency of students who have a primary language other than English.

**Initial English Language Proficiency Assessment for California (Initial ELPAC):**

The purpose of the Initial ELPAC is to determine the English proficiency of students entering California schools for the first time. The results of the Initial ELPAC will inform educators and families if a student is classified as an English Learner (EL) or if a student is Initially Fluent English Proficient (IFEP). It is important to identify students who may need additional support learning in English so that educators can plan instruction and provide resources accordingly.

Students will be administered the Initial ELPAC within 30 days of the first day of school if:

- A language other than English is listed for any of the first 3 questions of the Home Language Survey (HLS), *and* the student has never taken the Initial ELPAC before
- or-
- There is an indication that the student has a primary language other than English *and* the student has never taken the Initial ELPAC before

**Summative English Language Proficiency Assessment for CA (Summative ELPAC):**

All students who are classified as English Learners (based on the results of the Initial ELPAC) are required to take the Summative ELPAC once per year until they are reclassified to Fluent English Proficient (RFEP). The Summative ELPAC is administered between February and May and allows students to demonstrate their progress towards English language proficiency. RCSD uses the results of the Summative ELPAC to plan instruction and to determine when students can be considered for reclassification.



## Student Mobile Device Loaner Agreement

The Roseville City School District (RCSD) is pleased to offer students a mobile device for educational use at school and home. Just like any other borrowed school property, such as library books or sports equipment, the responsibility for the safety and security of the device lies with the legal parent/guardians and the student. Our aim is to create an authentic, engaging, and innovative learning environment. Please carefully review the Responsible Use and Care Guidelines provided below.

### Responsible Use and Care

- I have received and agreed to the [Student Acceptable Technology Use Agreement](#) - BP 6163.4(a) during my student's registration, and it is available for review at [www.rcsdk8.org](http://www.rcsdk8.org), under Technology Services.
- I will use my device(s) in ways that align with Roseville City School District expectations and are appropriate and educational.
- I will not add any identification to the device(s), including stickers, labels, drawings, or other marks.
- The device(s) must never be left visible in a car or any unsupervised area.
- The device(s) should be treated as valuable objects, not thrown, purposely dropped, or abused.
- The device(s) should not be used in or near proximity to water, household chemicals, or other liquids.
- The device(s) should be protected from environmental factors to prevent damage.
- Pencils, pen tips, and other pointed objects should never be used on the screen.
- I will only use a clean, dry, soft cloth to clean the device(s); no cleansers or liquids of any kind should be used.
- Upon request by the Roseville City School District Administration, I will return my device(s).

### Parent/Guardian Responsibilities and Permission

I authorize the assignment of a mobile device to my student and understand that the device is meant to be used as a tool for learning. I confirm that my student will comply with the RCSD Responsible Use and Care Guidelines. I will help ensure the safe and timely return of the device(s) within the designated loan period. I acknowledge that I am financially responsible for any loss, theft, or damage to the device(s) issued to my student for both in-person instruction and at-home use. I understand that the approximate replacement cost for a Chromebook is up to \$300, and the approximate replacement cost for a Chromebook power supply is up to \$30. Furthermore, I am aware that my student may lose future loan privileges if the device is damaged or not returned promptly. All financial obligations must be settled before the end of the school year. Please address any financial obligation to avoid a hold placed upon report cards, transcripts, diplomas, or the transfer of records.

The student, parent, or guardian must immediately notify the student's teacher or principal of any issues with the mobile device(s) provided. It is important not to attempt any repairs on the mobile device(s).

If the device(s) is lost due to theft, burglary, robbery, or vandalism, it is crucial to report the incident immediately to Technology Services and local law enforcement. An official police report should be presented to the administration in the school office to assist in providing a replacement.



Dear Parents/Guardians,

Roseville City School District is dedicated to creating an educational environment where students thrive and develop essential skills for their future success. We aim to foster innovation, creativity, collaboration, and global citizenship among our students, ensuring they are well-prepared for high school, college, and career opportunities.

To support our mission, we offer Google Workspace for Education, an all-inclusive platform that provides a range of tools and applications designed to enhance the educational experience. Through applications such as Google Docs, Drive, Sheets, Slides, and Translate and services such as Jamboard and YouTube, students will have seamless access to collaborative tools, creating a dynamic and engaging learning environment. With these tools, students can collaboratively create, edit, and share files and websites for school projects. They can communicate with other students and teachers via Gmail from anywhere. Rest assured that our District staff will closely monitor each student's account to ensure compliance with the [Student's Acceptable Use Agreement](#) and [Internet Safety Policy](#). Please take a moment to review both documents with your student.

As part of the account creation process and to support teacher-student engagement, specific details, such as the student's first and last names, their enrolled grade, enrolled school, and student number, are shared with Google. Additionally, while the student's date of birth is not shared with Google, it is encrypted for third through eighth-grade students to generate a temporary password for login.

The use of technology in the Roseville City School District is governed by federal and state laws, including the Children's Online Privacy Protection Act ([COPPA](#)), the Children's Internet Protection Act ([CIPA](#)), and the Family Educational Rights and Privacy Act ([FERPA](#)). COPPA restricts commercial companies from collecting personal information from children under 13. CIPA requires public and school libraries to implement an internet safety policy that includes blocking or filtering access to visual content that may be harmful or obscene to minors. FERPA and corresponding California laws protect students' educational records from disclosure to third parties. The District does not collect personal student information for commercial purposes or share student information with third parties except when legally permissible or mandated by statute.

Google Workspace for Education comes with a robust program that gives our District control over applications and content. It restricts access to non-approved applications or content and enables administrators to establish policies regarding Gmail communication between users. Additionally, each student's account will be filtered to prevent the transmission of profanity, hate mail, bullying, explicit language, and other inappropriate content. We have implemented a "walled garden" feature that ensures student accounts can only send or receive mail from whitelisted domains within [rcsdkids.us](#) and [rcsdk8.org](#), thus maintaining a safe online environment.

Integrating Google Workspace for Education will empower our students to excel academically and develop crucial digital skills needed for success in today's world. We are fully committed to providing ongoing support and training to ensure a smooth transition and maximize the benefits of this powerful platform. If you have any questions or DO NOT want your student to have access to a Google Workspace for Education for the upcoming school year, please feel free to contact your student's teacher or principal.

Thank you for your continued partnership in creating a nurturing and innovative learning community.

Sincerely,

Laura Assem  
Executive Director of Technology

**STUDENT ACCIDENT INSURANCE**  
**2025-26 School Year**

Dear Parents:

The Roseville City School District does not provide medical, accident or dental insurance for pupils injured on school premises or through school activities. In accordance with Education Code Section 49472, the District is making available a low cost medical/dental accident insurance program. The purpose of this plan is to provide assistance at a minimum cost to meet some of the expenses for accidental injury. The plan does not provide unlimited coverage, but does offer substantial assistance in the event of injury.

There are two levels of benefits available. The “High Option” is recommended if your child has no family coverage or if your private coverage has a high deductible. All plans are available on a “School Time” or “24-Hour” (all day, everyday) basis and can cost as little as \$11 (one time annual payment). See rates below.

Please visit your Childs’ School Office to obtain a detailed brochure/application, or you may obtain one and sign up online at [www.peinsurance.com](http://www.peinsurance.com) (click on Products, then Student Insurance). Please read the Student Benefits Plan Brochure to select the plan that best meets your needs.

NOW AVAILABLE AT NO COST – FREE PRESCRIPTION DRUG CARD – GET ONE AT YOUR CHILD’S SCHOOL OFFICE OR THE WEBSITE ABOVE

*The plans pay the first \$500.00 in benefits in addition to other insurance, which can help you meet your primary insurance deductibles and/or co-payments.*

Since the district does NOT provide medical/dental accident insurance, we urge that serious consideration be given to the program. If you have further questions, please call Pacific Educators, Inc., Student Accident Department at (800) 722-3365 or (714) 639-0962.

All Plans Are A ONE TIME ANNUAL Payment\*

<i>Options</i>	<i>Low</i>	<i>High</i>
At School Plan		
Grades P-8	\$11.00	\$25.00
Grades 9-12	\$24.00	\$54.00
24-Hr-a-Day Plan		
Grades P-8	\$75.00	\$161.00
Grades 9-12	\$92.00	\$192.00
Optional Tackle Football Coverage		
Grade 9	\$36.00	\$80.00
Grades 10-12	\$84.00	\$177.00

*Please see online brochure for complete plan details*

Amy Banks  
Associate Superintendent  
Business Services

\*Please be aware that these rates are only for the 2025-26 school year and that they may change year to year

## Pesticide Products Expected to be Used at RCSD School Sites During the 2025-26 School Year:

Information regarding pesticides and pesticide use reduction can be found at <http://apps.cdpr.ca.gov/schoolipm/>.

Product Name	Manufacturer	Active Ingredient	EPA Registration Number
565 Plus XLO	BASF	Pyrethrins	499-290
Advion Ant Gel Bait	Syngenta	Indoxacarb	100-1498
Advion Insect Granular Bait	Syngenta	Indoxacarb	100-1483
Alpine WSG	BASF	Dinotefuran	499-561
Alpine Flea Insecticide with IGR	BASF	Dinotefuran, Pyriproxyfen	499-540
Bifen I/T	Control Solutions Inc.	Bifenthrin	53883-118
Contrac CA	Bell Labs	Bromethalin	12455-151
Gentrol IGR	Zoecon	Hydroprene	2724-351
Maxforce Ant Bait Station	Bayer	Fipronil	432-1256
Maxforce Roach Bait Station	Bayer	Fipronil	432-1257
Precor 2625	Zoecon	Etofenprox, Tetramethrin, Pyrethrins	89459-12
Precor IGR	Zoecon	Methoprene	2724-352
Premise Foam	Bayer	Imidacloprid	432-1391
Shockwave Fogging	MGK	Pyrethrins	1021-1810
Taurus SC	Control Solutions Inc.	Fipronil	53883-279
Tekko Trio Foam	Control Solutions Inc.	Hydroprene, Novaluron, Pyriproxyfen	53883-475
Termidor SC	BASF	Fipronil	7969-210
Vendetta 360 Roach Gel Bait	Envu	Clothianidin, Pyriproxyfen	432-1259
Zenprox EC	Zoecon	Etofenprox,	2724-804

A copy of the school site integrated pest management plan can be found here:  
<https://www.rcsdk8.org/maintenance-facilities>

## 2025/2026 School Year Calendar

JULY '25							0
S	M	T	W	Th	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

AUGUST '25							17
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	★	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

SEPTEMBER '25							21
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

Students Not in School:	
Pre-Service Staff Development	8/5/25 & 8/6/25
Labor Day	9/1/25
Staff Development (District and Site)	8/4/25, 10/31/25, 1/5/26
Non - School Day	11/10/25
Veterans Day	11/11/25
Fall Break	11/24/25 - 11/28/25
Winter Break	12/19/25 - 1/2/26
Dr. Martin Luther King Jr. Day	1/19/26
Lincoln's Birthday Observed	2/9/26*
Presidents Day Observed	2/16/26
Spring Break	3/30/26 - 4/6/26
Memorial Day	5/25/26
Post-Service Day	5/29/26

OCTOBER '25							22
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

NOVEMBER '25							13
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

DECEMBER '25							14
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

1st Day of School	8/7/25
Last Day of School	5/28/26
# of School Days (Students)	180
# of Work Days (Teachers)	186
End of 1st Trimester	10/30/25
End of 2nd Trimester	2/27/26
End of 3rd Trimester	5/28/26
Report Card PLC Dates	10/29/25, 2/25/26, 5/20/26
Progress Report PLC Dates	9/17/25, 1/14/26, 4/15/26
Elementary Conference Week	11/17/25 - 11/21/25
PLC/Parent Conference - Elementary	3/11/26

JANUARY '26							18
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

FEBRUARY '26							18
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	

MARCH '26							20
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

APRIL '26							18
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

MAY '26							19
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

JUNE '26							0
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

1st Day of School	★
Students in School	
Teacher Workday/No Students	
Non-School Day	
PLC Wednesday - All Schools - Minimum Day	
Elementary Conference Week Schedule (Regular Schedule for Middle Schools)	△
Non-School Day/Holidays	
Minimum Day - All Schools	●

PLC - Professional Learning Community: Minimum Day Every Wednesday (All Schools)

Approved by the Board of Education: 11/14/2024

\*Note: Per Ed Code §37220, public schools shall close on the Friday or Monday of the week in which Lincoln's birthday (2/12) occurs.