



**San Diego Unified**  
SCHOOL DISTRICT

# Facts for Parents



# 2022-2023

Important Annual Updates and  
Required Universal Form

# Important Dates for the 2022-2023 School Year

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

## TRADITIONAL SCHOOL YEAR

- August 29** ..... First Day of School for Students
- September 5** ..... \* **Holiday:** Labor Day
- November 11**..... \* **Holiday:** Veterans Day Observance
- November 21-25** ..... \* Thanksgiving Break
- December 19—January 2**..... \* Winter Break
- January 3** ..... School Resumes
- January 16** ..... \* **Holiday:** Martin Luther King Jr. Day
- February 17, 20**..... \* **Holiday:** Presidents Day
- March 27-31** ..... \* Spring Break
- April 3**..... School Resumes
- May 26**..... \* Non-Instructional Day
- May 29**..... \* **Holiday:** Memorial Day
- June 14**..... Last Day of School

\* NO SCHOOL

# Key Contacts

Department Directory: [www.sandiegounified.org/departments](http://www.sandiegounified.org/departments)  
 Board Policy (BP) and Administrative Regulation (AR): [https://sandiegounified.org/about/policies\\_procedures](https://sandiegounified.org/about/policies_procedures)

## FOR PARENTS/GUARDIANS

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

## OTHER OFFICES

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

## GENERAL INFORMATION

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

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

For more information, visit our website at <https://www.sandiegounified.org>

# Table of Contents

A. Welcome .....	1
B. Parent/Guardians Rights and Responsibilities .....	2
C. Discrimination, Intimidation & Bullying Policies, Uniform Complaint Procedure .	5
D. Sexual Harassment of Students and Complaint Procedures. ....	6
E. At School .....	9
F. Students Rights and Records.....	12
G. Health Requirements and Wellness. ....	16
H. Restorative Discipline Policy. ....	19
I. Attendance .....	20
J. Technology .....	21
K. Language and Language Acquisition Programs .....	23
L. Forms and Instructions .....	25
Universal Form (required) .....	26
Pesticide Use Notification Form (optional) .....	27

## A. Welcome Parents and Guardians



We are committed to providing all students with the support and opportunities they need to succeed in school, and to be fully prepared for the college and career of their choice —Superintendent Lamont Jackson



I am excited to welcome you all to the 2022-23 school year. Everyone at the San Diego Unified School District appreciates the trust you have placed in us, and we are committed to providing all students with the support and opportunities they need to succeed in school, and to be fully prepared for the college and career of their choice.

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

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

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

Sincerely,

Lamont Jackson  
Superintendent



## B. Parent/Guardian Rights and Responsibilities

### Family Involvement

Parents/guardians and other relatives are encouraged to become involved in the formal education of their children. Studies show that early and consistent engagement at home and at school help children do well academically and results in schools being successful at educating all children.

Parents/guardians have the right to be included in the educational process and to have access to the system on behalf of their children. These rights and responsibilities are outlined in California Education Code Section 51101 as follows:

- **Classroom Observance:** Parents/guardians have the right to visit their child's classroom to observe activities. Contact the school in advance to arrange the time and date of the visitation.
- **Teacher Conferences:** Parents/guardians have the right to request a conference with their child's teacher(s) or the principal. Contact the school to schedule a date and time.
- **Volunteering:** Parents/guardians have the right to volunteer their time and resources for the improvement of school facilities and programs. Contact the school to determine the terms and conditions of this service.
- **Student Attendance:** Parents/guardians have the right to be notified in a timely manner if their child is absent from school without permission.

### Statewide Testing

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

California Assessment of Student Performance and Progress (CAASPP):

- **Smarter Balanced Assessments (SBA):** The SBA computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades 3 through 8 and grade 11 to measure whether students are on track to college and career readiness. In grade 11, results from the ELA and math assessments can be used as an indicator of college readiness.
- **California Science Test (CAST):** The CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades 5 and 8 and once in high school. The computer-based CAST replaces the California Standards Tests (CST) for Science.
- **California Alternate Assessments (CAA):** The computer-based CAA for ELA and mathematics is administered to students with the most significant cognitive disabilities in grades 3 through 8 and grade 11. Test items are aligned with the CCSS and are based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades five and eight, and once in high school.
- **California Spanish Assessment (CSA):** The CSA assesses a student's skill in reading, writing mechanics, and listening using the Common Core State Standards en Español. The purpose of the CSA is to measure a student's competency in Spanish language arts in grades three through eight, and high school to provide student-level data in Spanish competency and to provide high school students with a measure suitable to be used, in part, for the State Seal of Biliteracy.

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

### English Language Proficiency Assessments for California (ELPAC)

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

### Physical Fitness Test (PFT)

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

### School Selection

Parents/guardians have the right to request that their child be enrolled in any school in the district. The district is not required to grant that request if the school is not the child's neighborhood school. To request a transfer, contact the Neighborhood Schools and Enrollment Options Office at 619-260-2410 or visit [sandiegounified.org/departments/neighborhood\\_schools\\_and\\_enrollment\\_options](http://sandiegounified.org/departments/neighborhood_schools_and_enrollment_options)

### Safe School Environment

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

### Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides

Parents/guardians have the right to request information regarding the professional qualifications of their student's teacher(s), paraprofessional(s), and aide(s). This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects taught; whether the teacher is teaching under an emergency permit or other provisional status; the teacher's college major; whether the teacher has advanced degrees and the subject(s) of those degrees; and whether any instructional aides or paraprofessionals provide services to your child and their qualifications. The district will also notify parents/guardians

if their child has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. BP 4112.2, AR 4222

### Curriculum Materials

Parents/guardians have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

### Student Academic Progress

Parents/guardians have the right to be informed of their child's academic progress in school and who to contact if they need more information or assistance with their child.

### Retention

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

### Student Records

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

The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians and students over 18 years certain rights with respect to student records. These rights include inspection of records, the right to request the amendment of student records if they believe the records are inaccurate, and the right to consent to disclosure of personally identifiable information contained in the student's education records—except to the extent that FERPA authorizes disclosure without consent.

### Standards

Parents/guardians have the right to receive information regarding the academic standards their child is expected to meet.

### School Rules

Parents/guardians have the right to receive written notification of school rules, attendance policies, dress codes and procedures for school visitations.

### Psychological Test

Parents/guardians have the right to

receive information on all psychological testing recommended for their child.

### Immigration and Citizenship

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

If a school becomes aware that a student's parent/guardian is not available to care for the student, the school will exhaust any parental/guardian instructions relating to the student's care provided in emergency contact information. BP/AR 5145.13

### Children of Military Families

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

When a child of a military family is transferring out of the district, the district will provide parents/guardians with a complete set of the student's records or an unofficial or "hand-carried" record. Upon request from the new district, a copy of the student's record will be provided to the new district within 10 days. BP/AR 6173.2

### Councils and Committees

Parents/guardians, including those whose first language is not English, have the right to participate as members of school advisory committees, school site council, or site-based management leadership team in accordance with established rules and regulations for membership. Parents/guardians also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

### Pupil Fees

The California Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular

program or activity.

### A pupil fee includes, but is not limited to, the following

registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or for credit; a security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment; a purchase required to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the school principal or the superintendent or designee.

A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. A pupil enrolled in a district school will not be required to pay a pupil fee for participation in an educational activity.

### Mutually Supportive and Respectful Partnership

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

This policy includes, but is not limited to:

- How parents/guardians and the school will help students achieve academic and other standards
- How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students
- What parents/guardians can do to support the learning environment, including but not limited to monitoring school attendance and homework completion, encouraging participation

in extracurricular activities, participating in activities at home that support classroom activities, volunteering at school, and participating in decision-making processes at school.

For more information and resources, visit the Family Engagement website at <https://sdusdfamilies.org/>.

NOTE: California Ed Code does not authorize a school to inform a parent/guardian or permit participation by a parent/guardian in the education of a child if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

### Parent Concerns and Inquiries

The Quality Assurance Office (QAO) handles parent/guardian inquiries, concerns, and formal complaints in a timely manner and in accordance with relevant district policies and procedures. Parents/guardians can contact QAO for assistance resolving complaints that have not been resolved at the school.

QAO protocols and processes are posted on [www.sandiegounified.org/academics/quality\\_assurance\\_office](http://www.sandiegounified.org/academics/quality_assurance_office). For assistance, contact QAO at 619-725-7211 or [qualityassurance@sandi.net](mailto:qualityassurance@sandi.net).

### Translation Services

Free translation services are available to parents/guardians in multiple languages. Parents/guardians can contact their child's school for information.

### Course of Study, TK-12

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

Graduation and Post-Secondary Planning: During grades 7–12, each student will participate in an annual process to select their courses for the

following school year. School counselors will inform students of graduation requirements, Career Technical Education (CTE) courses, college admissions requirements and other post-secondary options for students in accordance with state law. To graduate from a district high school, a student must complete "a-g" coursework, additional state-required subject coursework, a minimum of 44 credits, and a minimum Weighted Grade Point Average (WGPA) of 2.00 in grades 9–12. For detailed information on the district's graduation requirements, visit [www.sandiegounified.org/graduation](http://www.sandiegounified.org/graduation).

The district offers a College, Career & Technical Education (CCTE) program of study involving a multi-year sequence of courses that integrates core academics with technical and occupational knowledge to provide students with a pathway to post-secondary education and careers. A CCTE program of study may satisfy the UC "a-g" requirements, lead to an industry-recognized credential, certificate at the post-secondary level, associate degree, and/or a baccalaureate degree. Visit <https://sites.google.com/sandi.net/ccte/home> for more information.

Parents/guardians have the right to be informed of the student's immediate and long-range educational and career plans. The student's school counselor can provide this information. In addition, post-secondary resources include:

- California State University system: [www.2calstate.edu](http://www.2calstate.edu)
- University of California system: <https://admission.universityofcalifornia.edu/>
- an Diego Community College District system: [www.sdccd.edu](http://www.sdccd.edu)
- Financial aid: [www.studentaid.gov](http://www.studentaid.gov) and [www.csac.ca.gov/](http://www.csac.ca.gov/)

### Unsafe Schools Choice Option

Parents/guardians of students who attend schools identified as persistently dangerous will be notified of the opportunity to transfer schools 14 days before the start of the school year. Parents/guardians of a student who becomes a victim of a violent crime while on school grounds have the right to submit a transfer to attend another school within the district. The district considers the specific circumstances on

a case-by-case basis and contacts local law enforcement agencies as appropriate. Requests can be submitted at the child's school or by contacting the Neighborhood Schools and Enrollment Options at 619-260-2410 or [eoption@sandi.net](mailto:eoption@sandi.net).

### Interdistrict Transfer (Interdistrict Attendance Permit)

Formal agreements between San Diego Unified and other San Diego County school districts allow for the transfer of students between districts for specific reasons. An Interdistrict Attendance Permit application must be submitted to facilitate this process. Specific reasons to transfer and an application form are online at [www.sandiegounified.org/departments/neighborhood\\_schools\\_and\\_enrollment\\_options](http://www.sandiegounified.org/departments/neighborhood_schools_and_enrollment_options) or by contacting 619-260-2410 or [iap@sandi.net](mailto:iap@sandi.net).

BP/AR 5117

### Alternative Schools Notice

California state law authorizes school districts to provide for alternative schools. Ed Code defines "alternative school" as a school or separate class group within a school that is operated in a manner designed to:

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

## C. Discrimination, Intimidation, Bullying Policies

### Notice of Student Nondiscrimination

BP/AR 5145.3

San Diego Unified is committed to equal opportunity for all individuals in education. District programs and activities will be free from discrimination, harassment, intimidation and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, medical condition, nationality, national origin, actual or perceived sex, sexual orientation, race, religion or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

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

Employees who violate this policy will be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state, and/or collective bargaining agreements.

### Anti-Bullying and Intimidation Policy

BP/AR 5131.2

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is often repeated or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

San Diego Unified is committed to providing all students with a safe learning environment where everyone is treated with respect, and no one is physically or emotionally harmed. Bullying or intimidation in any form is prohibited at school or school-related events (including off-cam-

pus events, school-sponsored activities, school buses and any event related to school business) or outside of school hours with the intention to be carried out during any of the above. The district also prohibits the inciting, aiding, coercing, or directing of others to commit acts of bullying, cyberbullying or intimidation.

Such acts include those that are reasonably considered as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

Any staff member who observes, overhears, or otherwise witnesses such actions or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and prevent its reoccurrence.

Students who observe, overhear, or otherwise witness such actions must report them to a staff member. Parents/guardians and district visitors are encouraged to report these behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited. Complete information is available at [https://sandiegounified.org/about/anti-bullying/anti\\_bullying\\_and\\_intimidation](https://sandiegounified.org/about/anti-bullying/anti_bullying_and_intimidation)

### How to File a Bullying Report or Complaint

Students and parents/guardians should report any act of bullying to a responsible school official, such as the school principal, vice principal, counselor, or teacher. The report may also be submitted online at [www.sandiegounified.org/anti-bullying-form](http://www.sandiegounified.org/anti-bullying-form). The district Quality Assurance Office (QAO) may also be contacted at 619-725-7211 or [qualityassurance@sandi.net](mailto:qualityassurance@sandi.net).

If the complaint is against the principal or site administrator, the student, parent/guardian, staff member or third party should make the report directly to QAO. QAO will conduct a prompt, thorough and

impartial investigation into the complaint and attempt to resolve the matter.

A written response on findings and follow-up will be sent by the principal or QAO upon conclusion of the investigation. The complainant may appeal the decision within 15 days of receiving the written response. If the district determines that district policies have been violated, disciplinary action up to and including expulsion or dismissal may be taken.

Remedial actions will be designed to end the bullying and/or intimidation conduct, prevent its recurrence, and address its effects on the targeted student. Follow-up with the student will occur to ensure the harassment has stopped and that there is no retaliation.

At any time during this informal resolution process, students or parents/guardians may choose to file a Uniform Complaint for discrimination, harassment, intimidation, and bullying based on a protected category or group (if applicable). See "How to File a Uniform Complaint" in this section for more information.

### Students Speaking Out

San Diego Unified has partnered with the San Diego County CrimeStoppers "Students Speaking Out" program to make schools and communities safer. Students Speaking Out provides students with a safe and anonymous way to report school crimes, including bullying, violence, and drugs or alcohol abuse, without fear of retaliation. Reports can be made by calling 1-888-580-TIPS (8477), texting 274637, or online at <http://www.studentsspeakingout.org>.

### How to File a Uniform Complaint

BP/AR 1312.3

At any time during an informal resolution process, students or parents/guardians can file a formal Uniform Complaint (UCP) for sex-based discrimination, harassment, intimidation, and/or bullying (including sexual harassment); and/or discrimination, harassment, intimidation, and bullying based on any protected category.

### Filing a Complaint



A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form, which can be obtained from the school site, the Quality Assurance Office, the Uniform Complaint Compliance Office, or the district's Uniform Complaint webpage online at <https://sandiegounified.org/uniform-complaint-form>.

## Investigation

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

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

The complainant has a right to appeal the district decision of complaints regarding specific programs and activities subject to the UCP, pupil fees, and the LCAP to California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district decision. The appeal

must be accompanied by a copy of the originally filed complaint and a copy of the district decision.

Copies of the Uniform Complaint Procedures are available free of charge. Uniform Complaints should be filed with:

Lynn A. Ryan  
Title IX Coordinator and Uniform Complaint Compliance Officer

San Diego Unified School District  
4100 Normal Street, Room 2129 San Diego, CA 92103  
619-725-7225  
[lryan@sandi.net](mailto:lryan@sandi.net)

## Annual Notification of the Uniform Complaint Procedures (UCP)

San Diego Unified is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any of the following protected groups: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

The programs and activities subject to the UCP include Adult Education; After School Education and Safety; Agricultural Career Technical Education; Career Technical and Technical Education; Career Technical; Technical Training (State); Career Technical Education (Federal); Child Care and Development; Compensatory Education; Course Periods without Educational Content; Education of Pupils in Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled in a School District, and Pupils of Military Families; Every Student Succeeds Act / No Child Left Behind (Titles I–VII); Lactating Pupil-Reasonable Accommodations; Local Control and Accountability Plans (LCAP); Migrant Education; Physical Education Instructional Minutes; Pregnant and Parenting Pupils-Accommodations; Pupil Fees; Regional Occupational Centers and Programs; School Plans for Student Achievement; School Safety Plans; School Site Councils; State Preschool; State Preschool Health and Safety Issues in LEAs Exempt from Licensing.

### Contact Information:

Lynn A. Ryan, Uniform Complaint Compliance Officer

San Diego Unified School District  
4100 Normal Street, Room 2129  
San Diego, CA 92103  
619-725-7225  
[lryan@sandi.net](mailto:lryan@sandi.net)

# D. Sexual Harassment of Students and Complaint Procedure

## BP/AR 5145.7

San Diego Unified is committed to making schools free from sexual harassment and discrimination. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in California Ed Code as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. Federal law defines sexual

harassment to include (1) a district employee conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim

of the conduct.

## Title IX Coordinator

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code, as well as to investigate and resolve sexual harassment complaints under the Uniform Complaint Procedures:

Lynn A. Ryan

Title IX and Uniform Complaint Officer  
4100 Normal Street, Room 2129  
San Diego, CA 92103  
(619) 725-7225  
[lryan@sandi.net](mailto:lryan@sandi.net)

## Reporting Complaints

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

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator will assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint will be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

Retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment, is prohibited.

## Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity will be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion.

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

## Record-Keeping

The district will 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.

## Title IX Sexual Harassment Complaint Procedures

Upon receiving a report of sexual harassment, the Title IX Coordinator will inform the complainant of the process for filing a formal complaint. If the alleged victim chooses not to file a formal complaint, the Title IX Coordinator will still file a formal complaint in situations where a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations. In such cases, the alleged victim is not a party to the case but will receive notices. **AR 5145.71**

## Supportive Measures

Even if a formal complaint is not filed, the Title IX Coordinator or designee will promptly contact the complainant to discuss the availability of supportive measures which are non-disciplinary, non-punitive, and do not unreasonably burden the other party. Such measures may include, but are not limited to, counseling, course-related adjustments, modifications of class schedules, mutual restrictions on contact, increased security, and monitoring of certain areas of the campus. The Title IX Coordinator will consider the complainant's wishes with respect to supportive measures.

Emergency Removal from School: On an emergency basis, the district may remove a student from the district's education program or activity, provided the district conducts an individualized safety and risk analysis; determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations; and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973.

If a district employee is the respondent, the employee may be placed on administrative leave during the formal complaint process.

## Dismissal of Complaint

The Title IX Coordinator will dismiss a formal complaint if the alleged conduct does not constitute sexual harassment as defined in federal regulations. The Title IX Coordinator will also dismiss any complaint in which the alleged conduct

did not occur in the district's education program or activity or did not occur against a person in the United States.

The Title IX Coordinator may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint; the respondent is no longer enrolled or employed by the district; or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination regarding the complaint.

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

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

## Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district will not require a party to participate in the informal resolution process or waive the right to an investigation and adjudication of a formal complaint.

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

- Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including records will be maintained or could be shared.
- Obtains voluntary, written consents from the parties to participate in the informal resolution process.
- Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Written Notice: If a formal complaint

is filed, the Title IX Coordinator will provide the known parties with written notice of:

- The district’s complaint process, including the informal resolution process.
- The allegations potentially constituting sexual harassment with details known at the time, including identity of parties, if known, involved in the incident; the conduct allegedly constituting sexual harassment; and the date and location, if known, of the alleged incident.
- If new Title IX allegations that are not included in the initial notice but come up during the investigation, the Title IX Coordinator will notify the parties of additional allegations.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
- The opportunity for the parties to have an advisor of their choice who may be an attorney and the ability to inspect and review evidence.
- The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process.
- The names of the investigator, facilitator of an informal process, and decision-maker. If at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

## Investigation Procedures

During the investigation process, the district’s designated investigator will:

1. Provide equal opportunity to the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
3. Provide the parties with the same opportunities to have others present during any grievance proceeding.
4. Not limit the choice or presence of

an advisor for either the complainant or respondent in any meeting or grievance proceeding.

5. Provide a timely written notice to a party whose participation is invited or expected that includes date, time, location, participants, and purpose of all investigative interviews or other meetings.
6. Provide the evidence obtained as part of the investigation that is related to the allegations raised in the complaint to both parties and their advisors. The parties will have at least 10 days to submit a written response to the investigator to consider prior to the completion of the investigative report.
7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person’s status as a complainant, respondent, or witness.
8. Create an investigative report that fairly summarizes relevant evidence and send to the parties and their advisors at least 10 days prior to the determination of responsibility.

Privacy rights of all parties to the complaint will be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement will be applied to the extent they do not conflict with the Title IX requirements.

## Written Decision

The superintendent or designee will designate a decision-maker, an employee who is not the Title IX Coordinator or person involved in the investigation. After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decision-maker will give each party the opportunity to submit in writing relevant questions to be asked of any party or witness, provide each party with the answers, and allow for additional follow-up questions.

The decision-maker will provide the parties simultaneously with a written decision within 60 days of the complaint as to whether the respondent is responsible for the alleged conduct. The timeline may be extended for good

cause with written notice to the complainant and respondent of the extension and the reasons for the action.

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

### *The written decision will include:*

- Identification of the allegations potentially constituting sexual harassment
- A detailed description of the procedural steps taken, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held as part of the grievance process.
- Finding of facts supporting the determination
- Conclusions regarding the application of the district’s code of conduct or policies to the facts
- A statement and rationale for each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district’s educational program or activity will be provided by the district to the complainant
- The district’s procedures and permissible bases for the complainant and respondent to appeal

## Appeals

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

If an appeal is filed, the district will:

- Notify the other party in writing an appeal is filed and implement appeal procedures equally for both parties
- Ensure that the decision-maker(s) for the appeal is trained and not the same decision-maker(s) who reached the determination regarding responsibility

or dismissal, the investigator(s), or the Title IX Coordinator

- Give both parties a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome
- Issue a written decision describing the result of the appeal and the rationale for the result
- Provide the written decision simultaneously to both parties

An appeal must be filed in writing within 10 calendar days of receiving the notice

## E. At School

Each school principal establishes school rules and regulations that conform to the district Restorative Discipline Policy to make sure the school atmosphere is free from distraction and disruption. See Section H for information on the Restorative Discipline Policy.

Students are required to conform to school regulations, obey all directions, be diligent in study, respect teachers and others in authority, and refrain from the use of profane and vulgar language. Students are accountable for their conduct on the way to and from school, on the playgrounds, school campuses, during recess and at school-sponsored activities. Schools are authorized to adopt a dress code that prohibits the wearing of “gang-related clothing” and/or requires students to wear a school-wide uniform.

Parents/guardians should review the discipline policy and school rules and regulations with their child. See Parents/guardians must cooperate with school officials in carrying out disciplinary actions if they become necessary.

## School Meals

All students within San Diego Unified will be provided school meals free of charge for the 2022-23 school year. Although ALL students are able to eat free of charge regardless of income level, families DO need to complete either the Free & Reduced-Priced Meal Application or LCFF form, depending on the school of attendance. The ability to receive school meals is not determined by the information on the Free & Reduced-Priced Meal Application or LCFF form, ALL

of the decision or dismissal, stating the grounds for the appeal, and including any relevant documentation in support of the appeal. Appeals submitted after this deadline will not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal. The district’s decision may be appealed to the California Department of Education within 30 days of the written decision.

In addition, either party has the right to file a complaint with the U.S. De-

families must complete and return these forms. A list of forms needed by school site can be found at [sandiegounified.org/departments/food\\_and-nutrition\\_services](https://www.sandiegounified.org/departments/food_and-nutrition_services).

Additionally, PIN numbers will be needed at some school sites with multiple points of service, primarily middle and high schools. Every student at these schools will be provided a PIN number at the start of the school year.

All school meals are carefully planned to provide well-balanced nutrition for students. The district serves healthy proteins including some vegetarian and plant-based items, all grains are at least 50% whole-grain, sodium and sugar are limited, milk varieties include 1% or fat-free options, and fresh fruits and vegetables are included with every meal.

Detailed information on menus, meal distribution locations and more can be found at [www.sandiegounified.org/departments/food\\_and-nutrition\\_services](https://www.sandiegounified.org/departments/food_and-nutrition_services)

## PowerSchool

The PowerSchool Portal provides parents/guardians and students secured internet access to a wide range of relevant data such as: school notifications; student attendance; student schedules; class assignments and scores; report card/progress report grades and teacher comments; email links to teachers; and the option to subscribe to email notification of class assignments, scores, grades, etc. Information available on the school’s website or [www.sandi.net/](https://www.sandi.net/)

partment of Education’s Office for Civil Rights within 180 days of the date of the most recently alleged misconduct. The complainant will be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

For more information, visit [www.sandiegounified.org/about/policies\\_procedures/sexual\\_harassment](https://www.sandiegounified.org/about/policies_procedures/sexual_harassment)

[itd/powerschoolportal](https://www.sandiegounified.org/powerschoolportal).

## School Safety Plan

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

## School Police

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

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

For emergencies or urgent needs, School Police is available 24-hours at 619-291-7678. For more information, visit [https://sandiegounified.org/departments/police\\_services](https://sandiegounified.org/departments/police_services)



## Lockdowns and Crisis Response

On rare occasions, a school may be placed on “lockdown” to protect students, staff, and visitors on campus from emergencies, most often occurring off campus but nearby (such as a gas leak, violent incident, bomb threat, nearby police pursuit).

School Police officers respond to every school lockdown, assess the situation and coordinate with school staff to address the needs of all students and staff. Other law enforcement agencies may also get involved. Parents/guardians will be notified about a lockdown as quickly as the situation allows. Notification will come via phone, email, and/or the district social media.

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

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

## Student Activities, Clubs, Programs and Athletics

Membership in student clubs is open to all students regardless of actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

A student can participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the student’s records.

## Suicide Prevention and Education

San Diego Unified is committed to

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

The district provides parents/guardians with education and information that describes risk factors and warning signs of suicide, the district’s suicide prevention curriculum, and basic steps for helping suicidal youth including high-risk groups such as youth bereaved by suicide; youth with disabilities, mental illness, or substance abuse disorders; homeless and foster youth; and LGBTQ youth. **BP/AR 5141.52**

The National Suicide Hotline at 800-273-TALK (8255) provides 24/7, free and confidential support for people in distress, prevention, and crisis resources for you or your loved ones, and best practices for professionals.

The National Domestic Violence Hotline at 800-799-SAFE (7233) is a 24/7 free and confidential service for survivors, victims and those affected by domestic violence, intimate partner violence and relationship abuse. The hotline has services specially aimed at teen and young adult relationships.

Additional information is available at [https://sandiegounified.org/departments/counseling\\_and\\_guidance/social\\_emotional](https://sandiegounified.org/departments/counseling_and_guidance/social_emotional)

## Sexual Health Education Program

Comprehensive sexual health education is provided by trained classroom teachers or community-based health educators in grades 6, 8, and high school. The curriculum in grade 6 includes age-appropriate information on

puberty, reproductive anatomy, gender identity, sexual orientation, respectful relationships, HIV and sexually transmitted infection prevention, and communication skills. In addition to these topics, grade 8 and high school curricula include lessons on contraception, pregnancy care and pregnancy options, relationship abuse, and negotiation skills. All content is required by the California Healthy Youth Act.

Parents/guardians are notified before sexual health instruction begins and can review instructional materials. After reviewing materials, parents/guardians can notify the school in writing if they wish to excuse their child from the instruction. Information is available at [www.sandiegounified.org/SHEP](http://www.sandiegounified.org/SHEP)

## Wellness Policy

Any school district that participates in the National School Lunch Program or other federal Child Nutrition program is required to establish a local school wellness policy for all schools under its jurisdiction. Wellness policies promote student wellness, prevent, and reduce childhood obesity, and provide assurance that school meal nutrition guidelines meet minimum federal school meal standards.

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

Parents/guardians, students, representatives of school food service, physical education teachers, school health professionals, Board of Education, school administrators and the public are invited to participate in the development, implementation, review, and update of the district and school site wellness policies. Anyone interested in participating should contact the district wellness supervisor at [wellness@sandi.net](mailto:wellness@sandi.net). **BP 5030 (a)**

## School Accountability Report Card

All California public schools are required to provide information through an annual School Accountability Report Card (SARC). The SARC provides infor-

mation about the condition and performance of a school from the previous school year. Copies of a school’s SARC is available at the school or online at [www.sarconline.org](http://www.sarconline.org). **BP 0510**

## Special Education

San Diego Unified identifies and San Diego Unified identifies and assesses all students, from birth to 21 years of age, who may have disabilities and live within district boundaries. These students will be provided with appropriate support and related services determined by an educational evaluation. All eligible students will receive a free appropriate public education consistent with federal and state laws, including those students enrolled in private schools, wards of the state and highly mobile students with exceptional needs.

Services are provided based on the individual needs of the student. A team of educational professionals, along with the parents/guardians, will develop

an Individual Education Program (IEP) based on a student’s unique needs and other factors. An IEP is a legal document that describes how the district provides services to a student with exceptional needs. Special Ed support and services are provided under the Individuals with Disabilities Education Act (IDEA 2004).

For more information, visit [www.sandiegounified.org/academics/special\\_education](http://www.sandiegounified.org/academics/special_education) or call 619-725-7700. **BP 6164.4**

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

- **Alternative Dispute Resolution (ADR):** The ADR process is a volunteer process, an alternative to Due Process intended to maintain positive relationships between SDUSD and families. The ADR staff work collaboratively with families and school IEP teams toward solutions. The ADR Process is designed to meet the interests of the parties involved and results in a mutually agreeable outcome rather than living with a decision made by an outside third party such as a hearing officer or judge. The process can be initiated by a school district or a parent. All parties are working with

the common goal of what is best for the student’s needs.

For ADR support, complete the online Parent Request for Support form at <https://bit.ly/3M7R8DG> (English) or <https://bit.ly/3NKNVeo> (Spanish).

- **Ombudsperson:** The district’s Office of Ombudspersons facilitates resolution of Special Education and Section 504 issues. Ombudspersons are neither parent advocates nor district decision-makers but work impartially with all parties to assist in resolving concerns related to a student’s special needs. For details and contact information, visit [www.sandiegounified.org/academics/special\\_education](http://www.sandiegounified.org/academics/special_education).
- **Due Process:** Parents/guardians can file for due process by contacting the California Office of Administrative Hearings, Special Education Division, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA, 95833, calling 916-263-0880 or visiting <https://www.dgs.ca.gov/%20OAH/Case-Types/Special-Education>.

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

## Learning Recovery Interventions:

Learning Loss is determined by the IEP team and Learning Recovery Interventions are delivered outside of the school day. Learning Recovery Interventions time or hours are offered based on the most reasonable amount of time it takes a student to regain their skills lost due to online learning. The discussion of learning loss is conducted at the IEP meeting or upon the request of an IEP team member. SDUSD’s schools are creating programs to offer Learning Recovery Interventions that best fit their communities and student needs.

**ADA, Section 504 Accommodations for Students:** San Diego Unified has responsibilities under Section 504 of

the Rehabilitation Act of 1973 to identify, review, evaluative data, and provide reasonable accommodations to students with disabilities. Each school has a Section 504 coordinator who can provide additional information and assistance. The district ADA/504 office can be reached at 619-725-5658. **BP/AR 6164.6**

## Students with Temporary Disabilities

**AR 6183**

- **Instruction:** The district has a program to provide individualized instruction to students who are temporarily disabled and who must remain at home, in a hospital, or other residential health facility. If the hospital or health facility is located outside the school district, the student will be in compliance with the residency requirements for the school district in which the hospital or facility is located. Parents/guardians must notify the school district where the student is temporarily residing for individualized instruction for the student.

- **Physical education:** If a student has a temporary or permanent disability that prevents full participation in physical education, parents/guardians will have the student’s healthcare provider (MD or DO, NP, PA) complete a “Physical Education Modification for Injury or Illness” form available at the school site.

- **Assistive devices:** Students may need to use assistive devices such as crutches, wheelchairs, or walking boots to attend school. To reduce risk to a student and others, parents/guardians will provide notification from the student’s healthcare provider. The notification must specify equipment prescribed for use at school, acknowledge that the student received instructions on safe use of the device, include parent permission for district staff to communicate with prescribing health professional if clarification is required, and include anticipated amount of time equipment will be needed.

Until such notification is received from a health professional, students can complete work packets at home or temporarily in the school office. Parents/guardians can request a copy the “Orthopedic/Medical Equipment



Orders for School” form.

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

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

**Prohibition of Tobacco Use**

Students cannot possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus,

while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Student possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. **BP/AR 5131.62**

## F. Student Rights and Records

### Release of Student and Parent/Guardian Information

**BP/AR 5125.1**

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

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

Federal and state laws grant certain rights of privacy and access to student records to students and their parents/guardians. Parents/guardians, students 18 years and over, students 14 years and over who are identified as both homeless and unaccompanied youth, and individuals who have completed and signed a Caregiver’s Authorization Affidavit have the right to inspect records, request the amendment of student records that the parent/guardian or eligible student believes are inaccurate, and consent to disclosure of personally identifiable information contained in the student’s education records except to the extent that the Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent.

The district will attempt to contact a student’s parent/guardian prior to disclosing information pursuant to subpoena and, when appropriate, court order, if they have not already been made aware.

### Military Recruiters

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

### Access to Student Records

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

Access to information in a student’s records without the consent of a parent/guardian will be permitted only in cases where FERPA authorizes disclosure without consent. This includes but is not limited to:

- School and district personnel (including contractors, consultants, or volunteers) who perform institutional services

- Specified federal and state educational administrators
- Law enforcement or other public safety agencies with lawful access.

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

### Retention of Student Records

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

### Student Records

The following records are kept for each student:

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

## TABLE 2: RELEASE OF STUDENT INFORMATION

Individuals & Organizations Authorized to Receive Student Information (Unless prohibited by parent/guardian)	Student Information (Directory-Type)
<ul style="list-style-type: none"> <li>• Print media</li> </ul>	1. Name
<ul style="list-style-type: none"> <li>• Television</li> </ul>	2. Address
<ul style="list-style-type: none"> <li>• Radio</li> </ul>	3. Telephone number
<ul style="list-style-type: none"> <li>• Other news organizations</li> </ul>	4. Date of birth
<ul style="list-style-type: none"> <li>• Universities, colleges, community colleges</li> </ul>	5. Participation record in officially recognized activities and sports
<ul style="list-style-type: none"> <li>• District-level PTA</li> </ul>	6. Weight and height of athletic team members
<ul style="list-style-type: none"> <li>• Teachers/school officials</li> </ul>	7. Dates of attendance
<ul style="list-style-type: none"> <li>• Law-enforcement agencies</li> </ul>	8. Degrees and awards received
<ul style="list-style-type: none"> <li>• School-affiliated organizations (e.g., school foundations, school PTAs, School Site Councils), Student Information may not be disclosed to any third party.</li> </ul>	9. Most recent previous school attendes
<ul style="list-style-type: none"> <li>• Employers or potential employers to whom a student has applied for employment.</li> </ul>	<i>See Administration Regulation 5125.1</i>
<ul style="list-style-type: none"> <li>• Military recruiters</li> </ul>	Student is defined as any individual who is or has attended a district school and whom the district maintains student records. Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student’s health record. Student records do not include: 1) Directory information, 2) Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee, 3) Records of the law enforcement unit of the district, 4) Records created or received by the district after an individual is no longer a student and that are not directly related to the individual’s attendance as a student, 5) Grades on peer-graded papers before they are collected and recorded by a teacher. Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive.
<ul style="list-style-type: none"> <li>• Non-profit organizations</li> </ul>	
<ul style="list-style-type: none"> <li>• Prospective grantors</li> </ul>	
<ul style="list-style-type: none"> <li>• Financial institutions to which students have applied for financial aid</li> </ul>	
<ul style="list-style-type: none"> <li>• Non-profit organizations</li> </ul>	

Parents/guardians may review and discuss records with school personnel during the regular school day by appointment. The district will provide access to student records within five business days following date of request. Qualified personnel will be available to interpret records if requested. Any concern regarding the accuracy or appropriateness of any records should be discussed with the principal.

Parents/guardians or eligible students can ask the school to amend a record they believe is inaccurate. A written request that clearly identifies the part of the record they want changed and why should go to the school principal. If the school decides not to amend the record as requested, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided.

Parents/guardians and students over 18 years may obtain copies of student records. If requested by a different school district, the records listed above will be forwarded to a student's new school within ten school days of the records request.

## Obtaining a Report Card or Transcript

Students who are currently enrolled in a San Diego Unified school should request transcripts/records from their current school of enrollment. Former students who graduated within the last 5 years should request transcripts/records from their school of graduation or last attendance. Students who have moved should request transcripts/records from their last school of attendance. There is no cost for transcripts. Students who graduated more than 5 years ago, must request transcripts/records online at <https://sandiegoca.scribborder.com>. Online requests will be processed within 30 days. Fees for processing will apply.

## Surveys

Written consent from a parent/guardian is required prior to a student being given a survey, analysis or evaluation that reveals sensitive personal information such as political affiliations or beliefs; mental or psy-

chological problems; sexual behavior or attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondent has close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parents; or income other than required by law to determine eligibility for participation in a program. Parents/guardians may review surveys created by a third party used to collect personal information.

NOTE: California Ed Code creates an exception to the above requirement by authorizing the administration of anonymous, voluntary surveys to students questioning health behavior and risks. After notification of the survey, if a grade 7-12 parent/guardian does not "opt out", the student will participate in the survey through "passive" parent/guardian consent. Parents/guardians have a right to review the survey.

## LEA Medi-Cal Billing Program

The district, in cooperation with the California Departments of Health Care Services (DHCS), participates in a program that allows the district to be reimbursed with federal Medicaid dollars for select health services provided to students enrolled in Medi-Cal. The money received through this program is directly reinvested into expanding and improving health and social services for all students.

In accordance with state and federal rules and guidelines, this is notification that some information may be released from a student's records to our reimbursement recovery vendor, Paradigm Healthcare Services, LLC, and to the Department of Health Care Services (DHCS) for claiming purposes only (and your child's Medi-Cal benefits may be accessed). This information is only released if the district has received parent/guardian consent.

Parent/guardian consent, or non-consent, does not affect the services available and provided to a child and should not impact Medi-Cal benefits.

The Enrollment Form is where consent is requested. Consent may have been provided to the district during the IEP/IFSP development and review process (if applicable). All shared information is encrypted and transmitted securely to both the district's vendor and to DHCS.

The education records that may be shared include student name, date of birth and health-related evaluation, intervention, and referral information (for services received at school) and

practitioner's notes related to these health services and select data from your child's IEP/IFSP (if applicable).

Parents/guardians have the right to withdraw consent to disclose their student's information at any time. Students will not be denied services required to attend school and parents/guardians will never be billed by the school district for services provided because of consent or non-consent.

While Medi-Cal reimburses the district for select health services, a child's Medi-Cal benefits should not be impacted in any way. The district participates in this program to obtain federal funding for Medi-Cal reimbursable health services already being performed at school and uses this funding to expand services that are available to all students.

## Confidentiality and Privacy

The district's reimbursement recovery vendor is bound by a contract that contains specific provisions to keep students records confidential, ensuring information is not used or disclosed inappropriately. Our vendor is HIPAA compliant. In addition, the district and DHCS are bound by agreements that include specific provisions about the use of the information shared in this program and governing security protocols.

## Third Party Liability

If a student is enrolled in Medi-Cal and covered by a third-party insurer, DHCS may attempt to recover third party liability if it pays a school-based claim submitted by the district. This occurs due to the assignment of third-party liability rights that was provided when your application to Medi-Cal was approved.

## Williams Settlement

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

Requirements of the legislation affect all district schools. Parents/guardians or students with concerns that Williams requirements are not being met may request a Uniform Complaint Form from the school or the district Legal Office or online at <https://sandiegounified.org/uniform-complaint-form>.

## Students Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act is federal legislation that ensures the educational rights and protections of children and youth experiencing homelessness.

Homeless children or youth are defined as those who lack a fixed, regular, and adequate nighttime residence, including children who may be:

- Living with a friend, relative or someone else because they lost their home or cannot afford housing
- Staying in a motel, hotel, or campground due to a lack of adequate alternative accommodations
- Living in an emergency or transitional shelter or a domestic violence shelter or are awaiting foster placement
- Staying in a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Living in a car, park, public space, abandoned building, bus or train station or similar setting
- Unaccompanied, not in the physical custody of a parent/guardian, who is in transition as defined above

## Enrollment: Students Experiencing Homelessness and Foster Youth

Students experiencing homelessness and foster youth have the right to remain at their school of origin. The district must, to the extent feasible, keep students in transition in their school of origin (the school attended when last permanently housed, or the school in which they were last enrolled), unless it is against parent/guardian/Ed Rights Holder\* wishes.

- Students can remain in their school of origin the entire time they are in transition and until the end of any academic year in which they move into permanent housing or until their foster case is closed. High school students can remain in their school of origin until they graduate.
- The district, in collaboration with school sites, will provide transportation support as needed to eliminate barriers to enrollment, participation and retention in school.
- Students may choose to enroll in any public school in the attendance area of their temporary home. If a student in transition chooses to enroll in the neighborhood school of his/her temporary residence, the neighborhood school becomes the resident school/school of origin for the student for any further changes of residence.
- If a student is sent to a school other than the school of origin or the school requested by a parent/guardian/Ed Rights Holder, the district will provide a written explanation and the right to appeal if the parent/guardian/Ed Rights Holder disputes the placement. While the dispute is being resolved, the student has the right to remain at the school of origin.
- The district liaison for students in transition may assist unaccompanied homeless youth in selecting and enrolling in a school after considering the student's wishes. The liaison and school sites provide students with notice of the right to appeal an enrollment choice contrary to their wishes.
- Foster youth and youth experiencing homelessness have the right to immediate enrollment, even if they are missing paperwork for enrollment. The district and school site

will support families to obtain needed paperwork while the student is immediately enrolled in school.

- Every foster youth under age 18 must have an education rights holder, who is required to make education decisions in the youth's best interest.

Questions related to the education of homeless and foster students should be directed to the Office of Children & Youth in Transition at 619-725-7326 or [cyt@sandi.net](mailto:cyt@sandi.net).

## Married, Pregnant, Parenting Students

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

The district provides reasonable accommodations to a lactating student on a school campus to express breast milk, breast-feed an infant child, or address the other needs related to breast-feeding. For more information, visit <https://sandiegounified.org/departments/sandapp>. **BP 5146(a)**

## Refusal To Harm or Destroy Animals

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

**AR 5145.8**



# G. Health Requirements and Wellness

## Health/Vision Screenings

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

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

**Please note:**

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

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

## Immunization (Shot) Requirements

State law requires that all students under the age of 18, pre-kindergarten through grade 12, be immunized against certain diseases unless they are exempt for medical reasons. At the time of registration, the school is required to have proof that a child has received all currently due immunizations. The district participates in the San Diego Regional Immunization Registry (SDIR), a confidential, county-wide computer system that keeps

track of immunizations. Parents/guardians should check with their pediatrician, family physician or medical clinic to ensure their child is fully immunized. A child will be excluded from virtual or in person school if these requirements are not met.

### Immunization Requirements by Age and Grade

#### Students Enrolled in UTK/TK/K-12 Need Immunizations Based on Grade:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**

(4 doses okay if one was given on or after 4th birthday.)

3 doses okay if one was given on or after 7th birthday.)

For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday

- **Polio (OPV or IPV) — 4 doses**

(3 doses okay if one was given on or after 4th birthday)

- **Hepatitis B (Hep B) — 3 doses**

(Not required for 7th grade entry)

- **Measles, Mumps, and Rubella (MMR) — 2 doses**

(Both given on or after 1st birthday)

- **Varicella (Chickenpox) — 2 doses**

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

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

#### Students Starting 7th Grade Also Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**

(Given after age 7)

- **Varicella (Chickenpox) — 2 doses**

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

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

## Kindergarten Physical Exam

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

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

**AR 5141.32**

## Kindergarten Oral Health Assessment (KOHA)

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

Obtain the form from the school or dental health provider. Transitional kindergarten students who submit the KOHA will complete this requirement. Parents/guardians may sign a waiver

**TABLE 1: IMMUNIZATION REQUIREMENTS BY AGE AND GRADE**  
Students Enrolled in Preschool Need Immunizations Based on Age:

AGE	TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION
2 through 3 Months	1 Polio 1 DTaP 1 Hep B 1 Hib*
4 through 5 Months	2 Polio 2 DTaP 2 Hep B 2 Hib
6 through 14 Months	2 Polio 3 DTaP 2 Hep B 2 Hib
15 through 17 Months	3 Polio 3 DTaP 2 Hep B 1 Varicella On or after 1st birthday: 1 Hib 1 MMR
18 months through 5 years**	3 Polio 4 DTaP 3 Hep B 1 Varicella On or after 1st birthday: 1 Hib 1 MMR

\*Haemophilus Influenza Type b (Hib) is required only for children younger than 5 years old

of this requirement on the KOHA form available at the school. There is no penalty or exclusion if this requirement is not met. Parents/guardians can call 1-800-675-2229 for help in finding a provider for the KOHA.

## COVID-19

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

By selecting on-site instruction, parents/guardians and students are committing to abide by the current public health orders, requirements, rules, regulations,

and guidelines directed by the California Department of Public Health, San Diego County Public Health Department, the district, and other government authorities to reduce the spread of the COVID-19 virus. Public health orders, requirements, etc. may be amended at any time.

Students must meet requirements for return to school after experiencing symptoms, infection, positive testing, or quarantine, as defined under the current public health rules. District health staff will keep families up to date on requirements. District health office staff may need to and will be permitted to interact with the student’s qualified health care professionals for any clarification.

If a student was diagnosed with COVID-19 or tested positive for COVID-19 within the past six months, the student’s doctor may want the student to refrain from exertive activities, such as athletics, physical education,

JROTC or band, for up to six months. It is the responsibility of the parent/guardian to check with the child’s medical provider about any needed modifications or restrictions. If a student requires a modified program, parents/guardians must inform the school nurse and the student’s teacher, coach, or director to ensure modifications are made.

For district updated COVID-19 information, visit [https://sandiegounified.org/covid-19\\_status](https://sandiegounified.org/covid-19_status).

## Control of Communicable Diseases

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

the student sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease **BP/AR 5141.22**

### **Pediculosis Policy (Head Lice)**

The problem of head lice (pediculosis) is ongoing and can be difficult to control at home and at school. Head lice and nits (eggs) are not a threat to health but are a frustrating nuisance. Treating students with a positive diagnosis of head lice promptly ensures minimal disruption of their education. When a student is identified as having head lice, the student will be sent home at the end of the school day for treatment. It is the responsibility of the parent/guardian to treat and control head lice infestation. The key to success in controlling head lice is in the removal of all nits after the use of the pediculicide.

After home treatment, it is mandatory for the student to return to school the next day for inspection at the health office. The student may return to class provided the head lice have been treated and there are no live lice in the hair, even if nits (eggs) are still present. Parents/guardians should continue removing nits until the problem is resolved.

There is no evidence that mass screenings (school-wide or whole classrooms) help to control head lice infestation or re-infestation. Parents/guardians are encouraged to incorporate inspecting their child's hair as part of their regular hygiene routine. **BP 5141.33**

### **Availability of Condoms**

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

The district offers education that emphasizes abstinence as the only 100 percent effective method of preventing

infection and/or pregnancy. The district also realizes that not all students will practice abstinence and should be instructed that a condom used properly provides protection against sexual transmission of HIV/STIs and from unintended pregnancy. In collaboration with medical and public health authorities, condoms are available at no cost to students who request them unless the parent/guardian withdraws permission by submitting a written and signed letter to the school nurse at any time. By making condoms available, the district assumes no liability. **BP 5141.25**

### **Medications, Procedures and Health Accommodations**

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

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

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

No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications may be carried by students on their person, in a backpack or other container except as indicated above and with the express knowledge and permission of the

school nurse. Limited over-the-counter medications may be available at some school sites and can be given only by a credentialed school nurse or trained health technician with parent/guardian consent on file.

Contact the school nurse if you have questions. Forms for medication administration or procedure are available at a school and on the website at [sandiegounified.org/departments/nursing\\_and\\_wellness\\_program](http://sandiegounified.org/departments/nursing_and_wellness_program). **BP/AR 5141.21**

### **Medication at Home**

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

### **Interscholastic Sports Physical Exam**

An annual physical examination is required for all secondary students who participate in interscholastic athletic programs. The coach or school nurse may arrange for health screenings at school. Complete physical exams by a personal physician are recommended.

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

### **Concussions**

Parents/guardians are required to notify the school nurse when a student has a concussion. During the days or weeks after a concussion, students require extra observation at school to determine if they are having problems that need to be addressed. If a student experiences concussion symptoms at school, the parent/guardian will always be notified. Students who have had symptoms of a concussion will be observed at school and their activity levels monitored per

district protocols. **AR 6145.21**

### **Health Instruction**

Health instruction in areas such as nutrition, dental health, disease process, safe living, vision and hearing, drugs, alcohol, tobacco, community health, physical fitness, mental-emotional health, suicide prevention, human reproduction, and sexually transmitted diseases including HIV, is part of the school curriculum.

Prior to instruction, parents/guardians have opportunities to preview instructional and audio-visual materials dealing with comprehensive sexual health and HIV prevention education. A student may be excused from instruction related to comprehensive sexual health and HIV prevention education and assessments related to that education by written request from the parent/guardian.

### **Insurance**

San Diego Unified does not provide medical or dental insurance coverage for students injured on school premises, while under school jurisdiction or while participating in school district activities. There may be limited accidental injury insurance for students participating in authorized, school-sponsored field trips. In the event of injury, contact Risk

Management at 858-627-7345 with questions regarding field trip insurance. Families without medical or dental insurance may purchase individual student policies at reasonable rates through a private insurance company. For details, call 1-800-367-5830 or visit [www.studentinsuranceusa.com](http://www.studentinsuranceusa.com).

San Diego Unified has certified enrollment clerks that can assist families in obtaining low to no cost health coverage. Healthcare options include Medi-Cal or Covered California. For information, call 619-571-3332 or 619-665-0619. **BP 5143**

### **Asbestos Awareness**

The district has established an effective asbestos management program in compliance with the Asbestos Hazard Emergency Response Act (AHERA). Efforts include periodic six-month surveillances, mandatory three-year re-inspections by EPA-certified inspectors and ongoing operations and maintenance activities to ensure protection for building occupants, custodians and maintenance workers as recommended and supported by the EPA.

A copy of the applicable site management plan is available at each school and district facility and can be reviewed

by contacting the principal or site administrator.

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

### **Pesticide Use**

The district complies with the California Healthy Schools Act, requiring the use of the least toxic, effective pest management practices. Parents/guardians may request advanced notification of individual pesticide applications at their school site and will be notified at least 72 hours before pesticides are applied. To register, complete the Pesticide Use Notification Form at the back of this booklet or register online at: [sandiegounified.org/departments/integrated\\_pest\\_management/pesticide\\_use\\_notification\\_request](http://sandiegounified.org/departments/integrated_pest_management/pesticide_use_notification_request)

NOTE: In case of an emergency, site staff will be notified, and signs will be posted; however, those listed on the registry will not be notified. **AR 3514.2**

## **H. Restorative Discipline Policy**

### **BP 5144**

San Diego Unified's Restorative Discipline Policy establishes a framework for developing, refining, and implementing a culture of restorative discipline conducive to learning at every school. This framework is built on school-wide positive behavior support, a culture of positive response techniques, and the systemic development of carefully identified guidelines with the necessary structure for fair and consistent implementation. The importance of school-wide positive behavior supports, and restorative responses are consistent with the principles of safety, responsibility, respectfulness, appreciation of differences, honesty, and life-long learning.

The policy is available online at [www.sandiegounified.org/restorative-discipline](http://www.sandiegounified.org/restorative-discipline).

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

- Engage students in relevant instruction, with clear agreements about interactions with one another
- Create safe spaces throughout the campus and in classrooms for all students and use a restorative justice approach after incidents take place that threaten their sense of safety
- Repair and restore relationships between students and/or adults after harm has taken place to re-establish safe spaces for all
- Encourage all staff to build positive relationships with students and be actively engaged in their students' academic lives and learning

- Increase awareness of student behaviors that are associated with trauma, crisis, disabilities, cultural norms, or medical conditions, and understand the triggers for those behaviors to better address the needs of the student
- Promote high standards of behavior by teaching, modeling, and monitoring behavior
- Pair school discipline with meaningful social emotional learning that offers students the necessary guidance to learn from their mistakes and positively contribute to their school community

To ensure effective relationships and adequate communication in student disciplinary matters, there should be consideration and respect for:

- Parent/guardian rights to be notified



when their child faces disciplinary action

- Student rights to an informal conference with the principal or designee
- Parent/guardian/student rights to appeal suspensions, expulsions, and referrals to alternative schools

San Diego Unified strives to keep parents/guardians involved and informed. However, it is sometimes appropriate and necessary for school officials and/or law enforcement officers to speak to students without first notifying their parent/guardian. These officials are not required to obtain parental permission prior to speaking to students regarding school matters.

## Suspension

Suspension from school is a serious and, by its very nature, controversial act to be applied with prudence and

restraint after careful investigation and in the absence of reasonable alternatives. For information regarding specific violations that may result in suspension and related procedures, go to <https://sandiegounified.org/suspension-process>. **BP/AR 5144**

## Expulsion

California Ed Code specifies five infractions that require a principal to mandatorily recommend expulsion:

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

- Possession of an explosive

All other recommendations for expulsion are at the principal's discretion and must address additional findings as stated in the California Ed Code. For more information, go to <https://sandiegounified.org/expulsion-procedure>. **BP/AR 5144**

State law requires a recommendation for expulsion of students who are found to have committed sexual assault or sexual battery; however, it prohibits suspension and expulsion of K-3 grade students. Depending on the nature of the confirmed conduct, the individual facts, and the age of the children involved, there could be a range of sanctions applied. Appropriate discipline will be determined on an individual basis by the school site for conduct involving students in grade 3 and beyond.

living in the immediate household of the student.

## Absence from School for Illness

Some students with recurrent or ongoing health problems can miss many days of school. When a student misses 10% or more of school days due to illness, school personnel may require parents/guardians to provide a doctor's explanation of the health issues that keep the student from attending school. This communication helps school health personnel understand the underlying medical issue so they can explore how the student's health and educational needs can be met. School health and educational personnel will

work collaboratively with the student's parent/ guardian and managing doctors to design a customized plan that meets the student's health and educational needs.

## Truancy

Per California Ed Code, a pupil who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant. **BP/AR 5113.1**

Families may receive a Notification of Truancy Classification Letter from the school or district for any student who meets this

definition of a truant. Support is available for students and families struggling with obstacles to regular attendance.

If truancy continues to be an issue despite efforts to intervene, a student may be deemed a habitual truant, and a Second Notification of Truancy (Habitual) Letter may be sent out. By this time, a meeting will be requested by a school counselor, or other school designee, with parent(s) or legal guardian(s) and the student to discuss the attendance issue and develop a plan to address it and improve attendance.

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

# I. Attendance

California Ed Code requires every child between the ages of 6 and 18 years to attend school every day. Studies show that student attendance increases student achievement.

Parents/guardians are responsible for their child's school attendance and must notify the school if their child is not in school and why. Acceptable reasons for excused absences are listed below. Absences due to activities such as babysitting, accompanying parents on errands, and attending concerts or sporting events are unexcused.

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

will be given full credit. Tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

## Excused Absences

### BP/AR 5113

A student will be excused from school when the absence is due to:

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

parent is the student

- Spending time with an immediate family member who is an active-duty member of the uniformed services and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position.
- Participation in the entertainment industry as noted under Education Code. Students with these work permits may be excused for a period of not more than five consecutive days, with a maximum of five absences per year.

Justifiable personal reasons include, but are not limited to, a court appearance, attendance at a funeral service, observance of a religious holiday or ceremony, attendance at a religious retreat, or attendance at an employment conference when the student's absence has a written request from the parent and approval by the principal or a designated representative.

California law defines members of the "immediate family" as the mother, father, grandmother, grandfather, or spouse of the student, and son, daughter, brother, or sister of the student, or any relative

San Diego Unified's 1:1 initiative creates equitable learning opportunities by providing all students with a device for use inside and outside the classroom. Anytime, anywhere access to digital tools is a game changer. It allows teachers, students, and families to collaborate and leverage new opportunities for personalized learning. With access to technology at their fingertips, students engage in learning through relevant activities to become creative problem solvers and global communicators in an ever-changing world. For technology information and support, visit <https://sites.google.com/sandi.net/instructionalcontinuityit/technology-support-for-families>. **SBP 6163.4**

The district is continuing a device take-home model for the 2022-23 school year that will be managed at each school site. Students are expected to be the sole user of their account/device, take proper care of the device, and bring it fully charged to school each day. Students are expected to follow digital citizenship practices and use the device for educational purposes. If problems arise with the device, students need to report those issues to their school site immediately.

A fine may be assessed when a device is intentionally damaged, damaged due to willful negligence, or not returned when requested by school official. The principal may charge \$100 for the device

and \$15 for charger. **BP 3260.2, AR 3260.2**

**The use of the school provided device for non-school purposes is permissible but should not interfere with student's academic use. There can be no expectation of privacy for any use of the device. Parents/guardians are encouraged to monitor their student's activities.**

**The use of the district's electronic network (SandiNet), the Internet and electronic devices is a privilege not a right. Inappropriate use will result in corrective actions up to and including cancellation of those privileges. The school site administration or district system administrator can limit, deny, revoke, or suspend specific user accesses.**

Students will have access to:

- Information, online databases, and news from a variety of sources and research institutions
- District-provided software and public domain/shareware software of all types
- A variety of web-based and software programs to publish content to the web
- Collaborative web-based programs for the purpose of project-based learning
- Online courses and curriculum, academic software, and electronic

learning resources

Students may also have access to email, discussion groups on a wide variety of topics, advertising on some websites, limited social media, and additional resources provided by individual schools or teachers.

Each student will be provided an individual user account for the purpose of accessing applications and online services. The district will register the student's account with various service providers and may provide basic personal information as needed to provision a service. When the provider terms of service and/or law requires, the district may provide consent to make available services for students who are under a specified age.

When students separate from the district, their account will be disabled and all content saved within may be deleted. Students are encouraged to make copies of personal content they wish to retain prior to separation.

## Responsibilities

San Diego Unified takes reasonable precautions to restrict access to "harmful matter" and materials that do not support approved educational objectives. Teachers and staff will choose resources on the internet that are appropriate for classroom instruction and/or research for the needs, maturi-

ty, and ability of students. The district takes no responsibility for the accuracy or quality of information from internet sources. Use of any information obtained through the internet is at the user's risk.

### Prohibited Uses

Transmission of any material in violation of any federal or state law and district policy is prohibited. This includes, but is not limited to, the distribution of

- Information that violates or infringes upon the rights of any other person
- Cyberbullying
- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material
- Advertisements, solicitations, commercial ventures, or political lobbying
- Information that encourages the use of controlled substances or the
- Use of the system for the purpose of inciting crime
- Material that violates copyright laws. BP 6162.6, AR 6162.6
- Vandalism, unauthorized access, "hacking" or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502)
- Any attempt to bypass or circumvent the content filter and monitoring of network/computer usage
- Tampering with the district-installed Operating System
- Unauthorized access to any computer system including when doing so with credentials belonging to another individual

Inappropriate use may result in the cancellation of network privileges. An account can be closed at any time if deemed necessary. Depending on the seriousness of the offense, any of the following policies/procedures will be enforced: Education Code, district procedures, school site discipline, network use policy guidelines or referral to law enforcement.

### Privileges

The use of SandiNet and the internet is a privilege, not a right. Inappropriate

use not aligned with behavior expectations set forth by the school site will include corrective actions up to and including cancellation of those privileges. The administration, teachers, and/or other staff may request the site system administrator to limit, deny, revoke, or suspend specific users accesses.

All activity on district devices and network are recorded and subject to review. Activity reports may be accessed by a variety of school officials and may be shared with a student's parents/guardians, law enforcement, or other outside entities when determined necessary to maintain student and staff safety.

### Network Rules and Etiquette

The use of SandiNet and the internet requires that students abide by district rules of network use and etiquette:

- Be polite. Do not send abusive messages to anyone
- Use appropriate language. Anything pertaining to illegal activities is strictly forbidden
- Maintain privacy. Do not reveal the personal address, phone numbers, web sites or images of yourself or other persons. The school must have a parent/guardian release authorizing publication before publishing a student's picture, first name, or work on the internet.
- Respect copyrights. All information and communications accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.

### Cyberbullying

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Using personal communication devices or district property to cyberbully is strictly prohibited and may result in the cancellation of network privileges and/or disciplinary action. Cyberbullying may include, but is not limited to:

- Spreading information or photos to

embarrass

- A heated unequal argument online that includes making rude, insulting, or vulgar remarks
- Isolating an individual from his or her peer group
- Using someone else's screen name and pretending to be that person
- Forwarding information or photos that are meant to be private

### Vandalism

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

### Cell Phone and Mobile Communications Devices:

Students are allowed to possess and use cell phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities, and while under the supervision and control of district employees under the following circumstances:

- All K-12 students may use these devices on campus before school begins and after school ends
- Students in high school, grades 9-12, may use them during the lunch period
- The devices must be kept out of sight and turned off during the instructional program and in the classroom
- Unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. **BP 6980**

### PowerSchool

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

- Parents/guardians/students have access to class schedules, attendance, grades, class assignments, teacher comments, and teacher emails.
- Parents/guardians can easily access

school notifications, forms, and assessment score reports.

- Parents/guardians can subscribe to

receive email notifications of their student's current grades, attendance, and class assignments.

For more information, visit [www.sandi.net/itd/powerschoolportal](http://www.sandi.net/itd/powerschoolportal).

## K. Language and Language Acquisition Programs

Parents/guardians of English Learners (EL) will be provided information regarding limited English proficiency programs, including the reason for identifying their student as an EL; the need for placement in a language instruction educational program; the student's level of English proficiency and how the level was assessed; the status of the student's academic achievement; the methods of instruction used in the available program; how the recommended program will meet the student's needs; program performance and initial enrollment; and the expected rate of transition into a non-EL classroom.

San Diego Unified offers language acquisition programs and language programs. Parents/guardians may choose

a program that best suits their child.

**Language Acquisition Programs** are designed to ensure English acquisition occurs as rapidly and effectively as possible. They provide instruction to English learners based on state-adopted academic content standards, including English language development. All district sites must provide the Structured English Immersion program option for enrolled English learners.

### Structured English Immersion Program (SEI)

A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for students who are learning English. At minimum,

students are offered Designated ELD and provided access to grade level academic subject matter content with Integrated ELD.

### Dual-Language Immersion (DLI) Program (English/Spanish/French)

A language acquisition program, also referred to as Two-Way Immersion, that provides language learning and academic instruction for native speakers of English and native speakers of another language with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program begins in Transitional Kindergarten/Kindergarten (TK/K) and continues to sixth grade. The Dual Language

Program Type	Characteristics
Language Acquisition Program (English learners)	<p>The California Code of Regulations section 11309 requires that any language acquisition program provided will:</p> <ul style="list-style-type: none"> <li>• Be designed using evidence-based research and include both Designated and Integrated English Language Development</li> <li>• Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals</li> <li>• Within a reasonable period, lead to: <ul style="list-style-type: none"> <li>-Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language</li> <li>-Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state- adopted academic content standards in that other language</li> </ul> </li> </ul>
Language Program (non-English learners)	<ul style="list-style-type: none"> <li>• Language programs offer students who are not English learners opportunities to be instructed in languages other than English.</li> <li>• May lead to proficiency in languages other than English.</li> </ul>



Programs create opportunities for students to celebrate and honor diversity and use the classroom experience as an opportunity to connect socially and academically. Students enrolled in these programs can earn the California State Seal of Biliteracy. More information at [www.cde.ca.gov/sp/el/er/sealof-biliteracy.asp](http://www.cde.ca.gov/sp/el/er/sealof-biliteracy.asp).

- Adams 90:10, Balboa 50:50, Chavez 50:50, Cherokee Point 90:10, Encanto 50:50, Field 90:10, Kimbrough 50:50, Fay 90:10, Golden Hill 50:50, Language Academy 90:10, Sherman 50:50, Boone 90:10

## Developmental Bilingual Program (English/Spanish)

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

- Carson 90:10, Central 50:50, Edison 50:50, Hamilton 90:10, Linda Vista 80-20, Rosa Parks 80:20

## Middle School Dual Language Pathway Programs

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

- **Spanish:** Bell Middle, Clark Middle, Golden Hill K-8, Innovation Middle, Knox Middle, Longfellow K-8, Mann Middle, Millennial Tech Middle, Montgomery Middle, Muir Language Academy K-8, Pershing Middle, Roosevelt Middle, Taft Middle, Logan Memorial EC, and Wilson Middle

- **French/Spanish:** Language Academy K-8

- **Mandarin:** Pacific Beach Middle

## Language Programs

Multilingual programs that offer opportunities for students to be instructed in languages other than English.

**Foreign Language Immersion Programs**, also referred to as One-Way Immersion Programs, are designed for English-speaking students to acquire a second language. San Diego Unified offers One-Way Immersion Programs:

- **Spanish:** Boone Elementary, Gage Elementary, John Muir Language Academy K-8, Language Academy K-8, Longfellow K-8, and Tierrasanta Elementary
- **French:** Language Academy K-8
- **Mandarin:** Barnard Mandarin Magnet Elementary

Enrollment in a Language and/or Language Acquisition Program: Residents of a school's attendance area can enroll directly in a program at the school. Non-residents who wish to enroll their child in a language acquisition program or language program, and/or families interested in Magnet programs must submit a Choice application and be accepted in the Choice lottery to enroll. Enrollment in a language program after first grade may require passing a proficiency test.

The following sites do not have boundaries: Barnard Mandarin Elementary, John Muir Language Academy K-8, Language Academy K-8, and Longfellow K-8. Students can only be enrolled via acceptance in the Choice lottery.

Parents/guardians can contact individual school sites to obtain site-specific enrollment information. For general enrollment and Choice information, visit [https://sandiegounified.org/departments/neighborhood\\_schools\\_and\\_enrollment\\_options](https://sandiegounified.org/departments/neighborhood_schools_and_enrollment_options) or contact Neighborhood Schools and Enrollment Options office at (619) 260-2410 or [eoptions@sandi.net](mailto:eoptions@sandi.net).

## How to Request the Establishment of a New Program at a School

Parents/guardians have the right to request a language acquisition program for their child. To request a program at a school, parents/guardians can submit a verbal or written request to

the school's main office. Schools must record written and verbal language acquisition program requests and keep a log of all requests submitted on a yearly basis. If parents/guardians of 30 pupils or more per school, or 20 pupils or more in any one grade request a language acquisition program or a language program, the school will be required to offer such program to the extent possible.

## Parent and Community Engagement

Parents/guardians may provide input regarding language acquisition programs and/or language programs during the development of the Local Control and Accountability Plan (LCAP). If interested in a different program from those listed above, parents/guardians can email the Office of Language Acquisition (OLA) at [ola@sandi.net](mailto:ola@sandi.net) for more information.

## Opt-Out Waivers


Although schools have an obligation to serve all EL students, parents/guardians of English learners have a right to decline or opt-out of a school's EL program or EL services. The opt-out of EL services form must be completed annually with the school. Opt-out forms are available at <https://sandiegounified.org/departments/ola>.

If parents/guardians opt-out of a school's EL program or specific EL services, their child retains the status as English learner and must continue to take the annual Summative English Language Proficiency Assessments for California (ELPAC) until they reclassify to fluent English proficient.

The school remains obligated to take the affirmative steps required by Title VI of the Civil Rights Act of 1964 and the appropriate actions required by the Equal Education Opportunity Act of 1974 to provide EL students access to its educational programs.

# L. Forms and Instructions

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



**San Diego Unified**  
SCHOOL DISTRICT

### Universal Form (Return Required)


Signature verification of Receipt of Documents/Release of Information

Student Name (Last name, first name)	Parent Name (Last name, first name)	Grade
Address	Home Phone	School
City, State, Zip	Parent/Guardian Work Phone	Teacher (K-5 only)
After reviewing the Facts for Parents booklet, student and parent/guardian must check each section, and return this form to the school office		
<p><b>1. DISCRIMINATION, HARASSMENT, INTIMIDATION, &amp; BULLYING POLICIES</b> (Facts for Parents: Section C/D)</p> <p>By checking each circle and signing below, I acknowledge the following:</p> <p><input type="radio"/> My student and I have read and understand the Discrimination and Harassment Policies Section</p> <p><input type="radio"/> My student and I understand the consequences should my student violate the policy</p> <p><input type="radio"/> I have been informed of these rights</p>	<p><b>3. RESTORATIVE DISCIPLINE PLAN</b> (Facts for Parents: Section H)</p> <p><input type="radio"/> I acknowledge that my student has read the Uniform Discipline Plan, and that my student and I understand the consequences should my student violate the policy.</p>	<p><b>4. HEALTH REQUIREMENTS</b> (Facts for Parents: Section G)</p> <p><input type="radio"/> California law requires that parents/guardians of each pupil acknowledge having been informed of their rights as explained in "Health Requirements" in Facts for Parents.</p>
<p><b>2. PHOTOGRAPHY/VIDEO/MEDIA RELEASE*</b></p> <p>During the school year, schools host events where representatives of the news media may be on campus to gather photographs and/or video footage.</p> <p>In addition, parents and students may take photos of events in classrooms or around schools. These photographs may be posted on the internet, on social media or otherwise distributed without the permission of the school. Your child's participation in these events is valued, and parent permission is needed to include him or her in events where photography may take place.</p> <p>Parents/Guardians who prefer that their child not be photographed or video recorded must notify their school by using this form. Schools may make every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and video recording by devices such as mobile phones may take place without the knowledge of the teacher, principal, or district staff.</p> <p><b>PARENTS OR GUARDIANS:</b> Indicate your level of permission OR use the last circle to opt out completely.</p> <p>I give my permission to: (select all that apply)</p> <p><input type="radio"/> have my student interviewed, photographed, and/or video recorded by news media.</p> <p><input type="radio"/> have my student interviewed, photographed, and/or video recorded by the district/school. Photos and videos may be used on school district websites, brochures, social media, etc.</p> <p><input type="radio"/> have my child's name published in order to credit his/her work.</p> <p><input type="radio"/> have my student's photograph included in the school yearbook.</p> <p><input type="radio"/> I DO NOT WANT my child's name, photo or video published publicly.</p>	<p><b>5. TECHNOLOGY/NETWORK USE GUIDELINES</b> (Facts for Parents: Section J)</p> <p>The "Network use Guidelines" for San Diego Unified School District is a contract and must be signed by students and parents/guardians before the student is given access to technology, the internet and other San Diego Unified networks.</p> <p><input type="radio"/> STUDENT: I understand and will abide by the rules and conditions outlined in section J about access to technology, the internet and other San Diego Unified networks.</p> <p><input type="radio"/> PARENT or GUARDIAN: I give my student permission to use technology and access the internet and other San Diego Unified networks.</p> <p>Does your student(s) have access to internet at home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><b>6. SIGNATURES</b></p> <p>By completing sections 1-5 and signing below, I the student, and I the parent, have read, understand and acknowledge the policies and rights outlined above and described in detail in Facts for Parents.</p> <p>_____ Student signature Date</p> <p>_____ Parent/Guardian signature Date</p>

\* Update your release preferences at any time by contacting your school office

**Universal Form**

PLEASE COMPLETE  
AND RETURN TO: Your child's school.



**San Diego Unified**  
SCHOOL DISTRICT

### Pesticide Use Notification Form (Optional)

Revised June 2022

<p style="text-align: center;"><b>San Diego Unified IPM Pesticide List</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #333; color: white;">PESTICIDE</th> <th style="background-color: #333; color: white;">ACTIVE INGREDIENT</th> </tr> </thead> <tbody> <tr><td>Altosid XR</td><td>Methoprene</td></tr> <tr><td>Avert</td><td>Abamectin B1</td></tr> <tr><td>Barricor SP</td><td>Deltamethrin</td></tr> <tr><td>Bora-Care</td><td>Disodium Octaborate Tetrahydrate</td></tr> <tr><td>Borid</td><td>Orthoboric acid</td></tr> <tr><td>Crossfire Concentrate</td><td>Clothianidin/Metofluthrin</td></tr> <tr><td>Ditrac</td><td>Diphacinone</td></tr> <tr><td>Drione</td><td>Pyrethrin</td></tr> <tr><td>EcoExempt IC2</td><td>Rosemary Peppermint Oil</td></tr> <tr><td>Fusilade II</td><td>Fluazifop-P-Butyl</td></tr> <tr><td>Gopher getter type 2</td><td>Diphacinone</td></tr> <tr><td>Ground squirrel bait</td><td>Diphacinone</td></tr> <tr><td>In2Mix</td><td>Pyriproxyfen</td></tr> <tr><td>JT Eaton Answer Gopher Bait</td><td>Diphacinone</td></tr> <tr><td>Knighthawk</td><td>Prodlamline</td></tr> <tr><td>Muaget Imicide</td><td>Imidacloprid</td></tr> <tr><td>Maxforce ant bait station</td><td>Fipronil</td></tr> <tr><td>maxforce ant bait gel</td><td>Fipronil</td></tr> <tr><td>Maxforce roach bait station</td><td>Fipronil</td></tr> <tr><td>Maxforce roach bait gel</td><td>Fipronil</td></tr> <tr><td>Mecomec 2.5</td><td>Potassium salt of (1R)-2-(2-methyl-4-chlorophenoxy)propionic acid</td></tr> <tr><td>Microcare</td><td>Pyrethrin</td></tr> <tr><td>No Foam A</td><td>Alkyl phenol ethoxylate, Isopropanol</td></tr> <tr><td>NyGuard IGR Concentrate</td><td>2-(1-Methyl-2-(4-(4-phenoxophenoxy)ethoxy)pyridine</td></tr> <tr><td>Ornamec</td><td>Fluazifop-P-Butyl</td></tr> <tr><td>Phantom</td><td>chlorfenapyr</td></tr> <tr><td>PT Wasp-Freeze II</td><td>Prallethrin</td></tr> <tr><td>Pyroicide 300</td><td>Pyrethrin</td></tr> <tr><td>Ranger Pro</td><td>Glyphosate</td></tr> <tr><td>Reward</td><td>Diquat dibromide</td></tr> <tr><td>Sedgemoor</td><td>Halosulfuron-methyl</td></tr> <tr><td>Talstar</td><td>Bifenthrin</td></tr> <tr><td>Tempo ultra WP</td><td>B-cyfluthrin</td></tr> <tr><td>Tengard</td><td>Permethrin</td></tr> <tr><td>Termidor</td><td>Fipronil</td></tr> <tr><td>Weed Rot</td><td>Citric acid, Sodium Lauryl sulfate</td></tr> </tbody> </table>	PESTICIDE	ACTIVE INGREDIENT	Altosid XR	Methoprene	Avert	Abamectin B1	Barricor SP	Deltamethrin	Bora-Care	Disodium Octaborate Tetrahydrate	Borid	Orthoboric acid	Crossfire Concentrate	Clothianidin/Metofluthrin	Ditrac	Diphacinone	Drione	Pyrethrin	EcoExempt IC2	Rosemary Peppermint Oil	Fusilade II	Fluazifop-P-Butyl	Gopher getter type 2	Diphacinone	Ground squirrel bait	Diphacinone	In2Mix	Pyriproxyfen	JT Eaton Answer Gopher Bait	Diphacinone	Knighthawk	Prodlamline	Muaget Imicide	Imidacloprid	Maxforce ant bait station	Fipronil	maxforce ant bait gel	Fipronil	Maxforce roach bait station	Fipronil	Maxforce roach bait gel	Fipronil	Mecomec 2.5	Potassium salt of (1R)-2-(2-methyl-4-chlorophenoxy)propionic acid	Microcare	Pyrethrin	No Foam A	Alkyl phenol ethoxylate, Isopropanol	NyGuard IGR Concentrate	2-(1-Methyl-2-(4-(4-phenoxophenoxy)ethoxy)pyridine	Ornamec	Fluazifop-P-Butyl	Phantom	chlorfenapyr	PT Wasp-Freeze II	Prallethrin	Pyroicide 300	Pyrethrin	Ranger Pro	Glyphosate	Reward	Diquat dibromide	Sedgemoor	Halosulfuron-methyl	Talstar	Bifenthrin	Tempo ultra WP	B-cyfluthrin	Tengard	Permethrin	Termidor	Fipronil	Weed Rot	Citric acid, Sodium Lauryl sulfate	<p style="text-align: center;"><b>Pesticide Use Notification Request (OPTIONAL)</b></p> <p>To be included on the notification registry, complete this form and return to address shown below, or submit electronically at <a href="https://www.sandiegounified.org/node/1557">https://www.sandiegounified.org/node/1557</a></p> <p><b>If you do not wish to be notified, please disregard this notice</b></p> <p>San Diego Unified Schools complies with the Healthy Schools Act of 2000 requiring use of effective and least toxic pest management practices, and provides annual notification to all parents or guardians of students enrolled at a district school with a listing of all pesticides that may be applied at their site.</p> <p>Parents or guardians may request prior notification of individual pesticide applications for their school site. Those listed on this registry will be notified at least 72 hours before pesticides are applied. In an emergency that requires spraying of pesticides, the site will be notified and signs posted; however, those listed on the registry will not be notified.</p> <p style="text-align: center;"><b>Please Print</b> <i>(Notifications will not be sent to unreadable or incomplete requests.)</i></p> <p>Date: _____ School or Daycare Ctr: <i>(no abbreviations)</i></p> <p>Student's Name: _____</p> <p>Parent/Guardian's Name: _____</p> <p>Your Mailing Address: <i>(include city and zip code)</i></p> <p>Email Address: _____</p> <p>I prefer to be notified by <input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail</p> <p>By signing below, I understand that upon request, the public school district or child daycare center listed is required to supply information about individual pesticide applications at least 72 hours before application.</p> <p>By signing below, I also understand it is my responsibility to request notification on an annual basis. The Integrated Pest Management office will begin accepting requests August 1 of each current school year.</p> <p><b>Signature:</b> _____</p> <p><b>Return completed form by U.S. Mail to:</b> PPO/Integrated Pest Management 4860 Ruffner St. San Diego, CA 92111-1522</p>
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For more information, please visit: [www.sandiegounified.org/integrated-pest-management](https://www.sandiegounified.org/integrated-pest-management)

**Pesticide Use Notification Form**

PLEASE COMPLETE, IF APPLICABLE,  
AND RETURN TO:

Physical Plants Operation Center  
4860 Ruffner St.,  
San Diego, CA 92111-1522  
Attn: Integrated Pest Management Team

Student Name <i>(Last name, first name)</i>	Parent Name <i>(Last name, first name)</i>		Grade
Address	Home Phone		School
City, State, Zip	Parent/Guardian Work Phone		Teacher (K-5 only)

After reviewing the Facts for Parents booklet, student and parent/guardian must check each section, and return this form to the school office

### 1. DISCRIMINATION, HARASSMENT, INTIMIDATION, & BULLYING POLICIES

*(Facts for Parents: Section C/D)*

By checking each circle and signing below, I acknowledge the following:

- My student and I have read and understand the Discrimination and Harassment Policies Section
- My student and I understand the consequences should my student violate the policy
- I have been informed of these rights

### 2. PHOTOGRAPHY/VIDEO/MEDIA RELEASE\*

During the school year, schools host events where representatives of the news media may be on campus to gather photographs and/or video footage.

In addition, parents and students may take photos of events in classrooms or around schools. These photographs may be posted on the internet, on social media or otherwise distributed without the permission of the school. Your child's participation in these events is valued, and parent permission is needed to include him or her in events where photography may take place.

Parents/Guardians who prefer that their child not be photographed or video recorded must notify their school by using this form. Schools may make every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and video recording by devices such as mobile phones may take place without the knowledge of the teacher, principal, or district staff.

#### PARENTS OR GUARDIANS:

Indicate your level of permission OR use the last circle to opt out completely.

I give my permission to: (select all that apply)

- have my student interviewed, photographed, and/or video recorded by news media.
- have my student interviewed, photographed, and/or video recorded by the district/school. Photos and videos may be used on school district websites, brochures, social media, etc.
- have my child's name published in order to credit his/her work.
- have my student's photograph included in the school yearbook.

I DO NOT WANT my child's name, photo or video published publicly.

\* Update your release preferences at any time by contacting your school office

### 3. RESTORATIVE DISCIPLINE PLAN *(Facts for Parents: Section H)*

I acknowledge that my student has read the Uniform Discipline Plan, and that my student and I understand the consequences should my student violate the policy.

### 4. HEALTH REQUIREMENTS *(Facts for Parents: Section G)*

California law requires that parents/guardians of each pupil acknowledge having been informed of their rights as explained in "Health Requirements" in *Facts for Parents*.

### 5. TECHNOLOGY/NETWORK USE GUIDELINES

*(Facts for Parents: Section J)*

The "Network use Guidelines" for San Diego Unified School District is a contract and must be signed by students and parents/guardians before the student is given access to technology, the internet and other San Diego Unified networks.

STUDENT: I understand and will abide by the rules and conditions outlined in section J about access to technology, the internet and other San Diego Unified networks.

PARENT or GUARDIAN: I give my student permission to use technology and access the internet and other San Diego Unified networks.

Does your student(s) have access to internet at home?  Yes  No

### 6. SIGNATURES

By completing sections 1-5 and signing below, I the student, and I the parent, have read, understand and acknowledge the policies and rights outlined above and described in detail in *Facts for Parents*.

\_\_\_\_\_  
*Student signature* Date

\_\_\_\_\_  
*Parent/Guardian signature* Date

# Pesticide Use Notification Form (Optional)

Revised June 2022

San Diego Unified IPM Pesticide List	
PESTICIDE	ACTIVE INGREDIENT
Altosid XR	Methoprene
Avert	Abamectin B1
Barricor SP	Deltamethrin
Bora-Care	Disodium Octaborate Tetrahydrate
Borid	Orthoboric acid
Crossfire Concentrate	Clothianidin/Metofluthrin
Ditrac	Diflucanone
Drione	Pyrethrin
EcoExempt IC2	Rosemary Peppermint Oil
Fusilade II	Fluazifop-P-Butyl
Gopher getter type 2	Diflucanone
Ground squirrel bait	Diflucanone
In2Mix	Pyriproxyfen
JT Eaton Answer Gopher Bait	Diflucanone
Knighthawk	Prodiamine
Muaget Imicide	Imidacloprid
Maxforce ant bait station	Fipronil
maxforce ant bait gel	Fipronil
Maxforce roach bait station	Fipronil
Maxforce roach bait gel	Fipronil
Mecomec 2.5	Potassium salt of (+)-R-2-(2-methyl-4-chlorophenoxy) propionic acid
Microcare	Pyrethrin
No Foam A	Alkyl phenol ethoxylate, Isopropanol
NYGuard IGR Concentrate	2-[1-Methyl-2-(4-phenoxyphenoxy) ethoxy] pyridine
Ornamec Fluazifop-P-Butyl	Fluazifop-P-Butyl
Phantom	chlorfenapyr
PT Wasp-Freeze II	Prallethrin
Pyrocide 300	Pyrethrin
Ranger Pro	Glyphosate
Reward	Diquat dibromide
Sedgehammer	Halosulfuron-methyl
Talstar	Bifenthrin
Tempo ultra WP	B-cyfluthrin
Tengard	Permethrin
Termidor	Fipronil
Weed Rot	Citric acid, Sodium Lauryl sulfate

**Pesticide Use Notification Request (OPTIONAL)**  
To be included on the notification registry, complete this form and return to address shown below, or submit electronically at <https://www.sandiegounified.org/node/1557>

**If you do not wish to be notified, please disregard this notice**

San Diego Unified Schools complies with the Healthy Schools Act of 2000 requiring use of effective and least toxic pest management practices, and provides annual notification to all parents or guardians of students enrolled at a district school with a listing of all pesticides that may be applied at their site.

Parents or guardians may request prior notification of individual pesticide applications for their school site. Those listed on this registry will be notified at least 72 hours before pesticides are applied. In an emergency that requires spraying of pesticides, the site will be notified and signs posted; however, those listed on the registry will not be notified.

**Please Print**  
*(Notifications will not be sent to unreadable or incomplete requests.)*

Date: \_\_\_\_\_ School or Daycare Ctr: \_\_\_\_\_  
*(no abbreviations)*

Student's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Your Mailing Address: \_\_\_\_\_  
*(Include city and zip code)*

Email Address: \_\_\_\_\_

I prefer to be notified by  Email  U.S. Mail

By signing below, I understand that upon request, the public school district or child daycare center listed is required to supply information about individual pesticide applications at least 72 hours before application.

By signing below, I also understand it is my responsibility to request notification on an annual basis. The Integrated Pest Management office will begin accepting requests August 1 of each current school year.

**Signature:** \_\_\_\_\_

**Return completed form by U.S. Mail to:** PPO/Integrated Pest Management  
4860 Ruffner St. San Diego, CA 92111-1522





San Diego Unified School District  
4100 Normal Street, San Diego, CA 92103

619-725-8000

[www.sandiegounified.org](http://www.sandiegounified.org)