



Fremont Unified School District

Parent/Guardian & Student Handbook



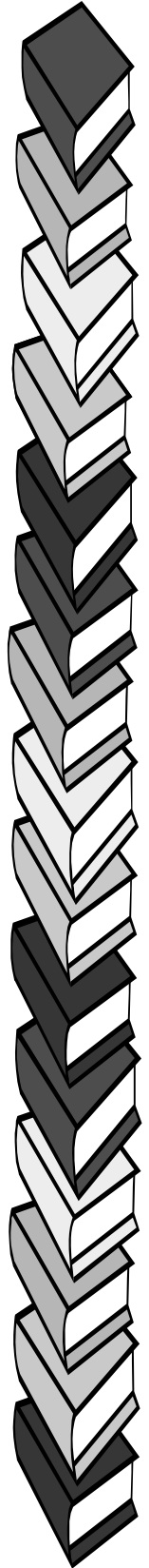
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Notice of Rights & Responsibilities

2010 - 2011

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INSTRUCTIONAL PROGRAMS

Curriculum

Each school site has a copy of the Course of Study based on California State Content Standards. It includes titles of materials, content descriptions, and instructional expectations for every course. This document is available for review upon request from the Principal (EC 49091.14 and 51101 (a) (8)). Reproductions are subject to duplication charges.

Parents/guardians may also examine the curriculum materials or observe the class(es) (per visitation rules) in which their student is enrolled. (EC 49091.10 and 51101(a) (1) (8)).

Academic Honesty

The Governing Board believes that personal integrity is basic to all solid achievement. Students are expected to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. Students will not cheat, either for personal gain or for the gain of other students. (BP 5124.1)

Academic Performance

Parents/guardians have a right to receive academic performance standards, proficiencies, or skills their student is expected to accomplish. Parents/guardians will be notified (1) if their student is identified as being at risk for retention; (2) of their right to consult with school personnel responsible for a decision to promote or retain their student; and (3) of their right to appeal such a decision. The final determination rests with the Principal as advised by the teacher(s) of record. (EC 51101, BP/AR 5123)

There are State funds available to cover the costs of Advanced Placement examination fees. Contact school site if you have questions. (EC 48980 (k) and 52244).

Course and Career Counseling

Parents/guardians will be notified in writing so that they can participate in the sessions and decisions when a secondary school offers guidance to students in career counseling or in course selection. (EC 221.5 (d))

Students may not participate in promotion or graduation ceremonies unless all of the District and School requirements are met.

Graduation Requirements

In order to graduate from a comprehensive high school, students must attain 230 credits, including the requirements of:

- 40 credits of English/Language Arts
- 30 credits of Mathematics
- 20 credits of Science
- 10 credits of World Language or Fine Arts
- 20 credits of Physical Education
- 30 credits of Social Studies
 - 5 credits of Health Education
- 70 credits of Electives
 - 5 credits of Computer Literacy
- 230 credits

Additional requirements for graduation include:

- 40 hours of Service Learning credit
- Successful completion of Algebra 1
- Pass the California High School Exit Exam

Refer to the high school course catalog for information on college admission requirements (UC/CSU a-g) and career technical education.

(CAHSEE) (EC 48980(e))

- Other School specific requirements

Kindergarten Students

Kindergarten students who have completed one year of kindergarten and who have met the minimum age requirement shall be admitted to first grade unless the parent/guardian and the District agree that the student shall continue in kindergarten for not more than one additional school year. (EC 48011)

Independent Study

A short-term independent study contract is a voluntary alternative to a regular classroom program of instruction when a student must be absent from school for not less than five (5) and not more than ten (10) consecutive school days. In Grades K-12, only one independent study contract per school year is allowed. Students may not be on short term independent study more than three (3) times while in Grades K-12. (BP/AR 6158)

No independent study contracts will be issued for the first 20 days or the last 20 days of the school year nor during state testing times.

INSTRUCTIONAL PROGRAMS

Independent Study (continued)

Schools are not obligated to provide students with an Independent Study Contract. The availability of an independent study contract must be agreed upon by mutual consent of the Principal, teacher, parent/guardian, and student. Students should only be placed on independent study if the student can successfully accomplish their academics. (EC 51745(a) and 51747 (c)(7))

Requests for independent study contracts must be given to the teacher(s) at least 10 school days prior to the first day of the absence (in the event of an emergency, contact the Principal).

A written independent study contract must be executed and maintained for each participating student and contain all of the components prescribed by law.

Each student's independent study contract shall be coordinated, evaluated and carried out under the general supervision of a certificated teacher.

All assigned work is due on the day upon which the student is scheduled to return to the classroom and shall be graded by appropriately credentialed teachers.

No individual with disabilities, as defined in Education Code 56026, may participate in independent study unless his/her Individualized Education Program (IEP) specifically provides for such participation. (EC 51745 (c))

Home or Hospital Instruction

Parents/guardians of a student with a temporary disability which causes attendance at school to be impossible or inadvisable may request individualized instruction under the Home or Hospital Instruction Program. (EC 48206.3) Education Code 48206.3 defines temporary as "reasonable expectation to return to regular classes." Contact your student's school for an application and/or additional information.

Home instruction is designed to provide up to five hours per week of instruction at home to keep a student current with his/her regular class assignments. Students who are unable to be enrolled in a regular school program for a long-term disability are encouraged to consider Vista Independent Study or the Circle of Independent Learning programs.

Alternative Programs

The District currently offers alternative programs as authorized by state law. The Board of Education, Superintendent, or designee may assign students to an alternative program for poor academic performance or behavior or by mutual consent with the parent for lack of academic achievement. (EC 48432.5, 48637, and 58500; BP 5114.7, 5114.8)

Alternative programs are designed to provide support and strategies for students needing specialized placements.

- *Continuation School* is for students 16 years old and above.
- *Vista* is the District's long-term independent study program for students in grades 7th-12th.
- *Opportunity* program is available for students in 7th and 8th grade.
- *Cal-SAFE* is for parenting and pregnant teens.
- *Course* program is for students on suspended expulsion.
- *Circle of Independent Learning (COIL)* is a charter school for a long-term independent study.

School Accountability Report Card

Each year, all schools are required to issue a School Accountability Report Card (SARC) that shares with the community the programs and successes of the school including information about expenditures, discipline, attendance, and student performance. This information is posted on the District's web site and at the school site. (EC 33126, 35256, 35258, 41409.3)

Student Study Team

A Student Study Team (SST) is a school-based, problem-solving group whose purpose is to improve student success and provide assistance and support in the areas of instruction and behavior management to parents/guardians, students and teachers.

The SST may include the parent/guardian, student, Principal or other administrator, counselor, classroom or special education teacher, and/or school psychologist.

The SST will meet within 15 days of the parent/guardian referral to review concerns about the student. Contact your student's school for additional information.

INSTRUCTIONAL PROGRAMS

Section 504

A student with a disability under Section 504 is one who has a physical or mental impairment that substantially limits one or more major life activities (e.g. diabetes, asthma, etc.). Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. A parent/guardian who believes that their student may have a disability under Section 504 must contact the Principal of the school to arrange for a Student Study Team. The Student Study Team will evaluate the student's needs and may then recommend a 504 meeting assessment. The Principal, regular education teaching staff and other staff designated on the 504 Team are responsible for implementing, reviewing and modifying the 504 Plan.

Concerns regarding students with a 504 Plan are addressed first at the site level with the 504 Team and the Principal. Any further concerns regarding this process or its outcome should be referred to the Director of Pupil Services at (510) 659-2534. (EC 56301; BP/AR 6170)

Special Education

In accordance with Federal and State law, Special Education programs and services are provided to students with identified disabilities. Eligible students are provided a free and appropriate educational program in the least restrictive environment. Services are available to identified individuals from birth through the age of 21, who are eligible with one of the following disabling conditions:

- Autism
- Deaf
- Deaf Blind
- Emotionally Disturbed
- Hearing Impaired
- Mental Retardation
- Multiple Disabilities
- Orthopedically Impaired
- Other Health Impaired
- Specific Learning Disability
- Speech Delays/Language Disability
- Traumatic Brain Injury
- Visually Impaired
- Established Medical Disability (3-5 years only)

How is My Child Referred to Special Education?

A parent/guardian who believes that their student may have a disabling condition which may require Special Education programs and services, can make a referral in the following manner:

For children between the ages of birth to five, contact the Infant/Preschool Assessment Team at (510) 651-1190.

- For students enrolled in Fremont Unified School District:
Grades K-6 Contact your elementary school Principal for a referral to the Student Study Team.
Grades 7-12 Contact the school psychologist or administrator at your student's school for a referral to the Student Study Team.

Assessment, Eligibility and Services

If an assessment is warranted, the school's multidisciplinary team will assess the student's needs and eligibility in accordance with Federal and State criteria. If the student is eligible, appropriate special education accommodations, modifications and services are provided as outlined in the student's Individual Education Plan (IEP).

If a student is not identified as having a disability under Federal and State law, the IEP team will suggest interventions and strategies that can be utilized to address student needs. IEP team members may also decide to refer the student back to the SST for further interventions, or suggest that parents contact outside agencies and/or services.

Under Federal and State law, parents/guardians have specific rights which are outlined at the beginning of the IEP process.

For a detailed description of the IEP process, log onto www.fremont.k12.ca.us and click on Special Services Department.

Procedural Safeguards for Special Education

Compliance issues can be resolved at the district level by contacting the Director of Special Services at (510) 659-2569. Compliance issues not resolved at the district level may be addressed to the California Department of Education, Special Education Division, Procedural Safeguards, Referral Services, 1430 N Street, Suite 2401, Sacramento, CA 95814. The telephone number is (800) 926-0648.

INSTRUCTIONAL PROGRAMS

Health & Sex Education

The Governing Board shall not require students to attend the health and sex education course offered in the schools. If such classes are offered, the parent/guardian of each student enrolled in such class shall first be notified in writing of the course and content. Opportunity shall be provided to each parent/guardian to inspect and review materials to be used at the beginning of the school year. District policy does not permit students to participate in health and sex education unless they have signed permission slips. (EC 51930, 51933, 51934, 51937 and 51938)

HIV/AIDS Prevention Education

State law requires that schools teach HIV/AIDS prevention education at least once in junior high and once in high school. Parents/guardians will receive advance notice of HIV/AIDS instruction, including notice of the opportunity to inspect materials to be used at the beginning of the school year. Parents/guardians may decline to have their student participate in HIV/AIDS prevention education. (EC 51930, 51934, 51937-51938)

Surveys Regarding Health Behaviors

The law authorizes the District to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The parent/guardian is notified in writing before any such test, questionnaire, or survey is administered and is provided an opportunity to review the test and request in writing that their student not participate. District policy does not permit students to participate in health behavior surveys unless they have signed permission slips. (EC 51938)

Child Abuse Prevention

Some Fremont schools offer an age and culturally appropriate child abuse prevention curriculum. Parents/guardians are told in advance about these programs and may decline to have their children participate. (WIC 18976.5; BP 5141.41)

Every School District employee is a mandatory reporter of suspected child abuse. (PC 11165.7)

Extracurricular & Co-curricular Activities Grades 7-12

Eligibility Standards:

All Students

- a. The student earned a minimum 2.0 grade point average at the completion of the last grading period and received no "F" grades. (Exception for entering Freshman students.)
- b. The student must abide by the "FUSD Student Code of Conduct for Extracurricular & Co-curricular Activities".

Grades 7-8

- a. The student is enrolled in six classes, unless the Principal has approved a shortened schedule.

Grades 9-12

- a. The student was enrolled in 20 credits of work at the end of the previous grading period.
- b. The student must maintain minimum progress towards meeting high school graduation requirements as defined by the Governing Board.

Period of Eligibility:

- a. The eligibility status of a student will be verified at the end of each grading period.
- b. A current student failing to meet the eligibility standards will be placed on probation for the next grading period and allowed to participate if he/she earned a grade point average of 1.75 or higher and received no more than one "F" grade.
- c. An entering freshman failing to meet eligibility standards may be placed on probation and allowed to

participate for the first grading period he/she is enrolled in FUSD, with no requirements for minimum grade point average.

- d. A transfer student must meet the CIF, NCS, and MVAL eligibility criteria, fill out the appropriate transfer forms, and complete the eligibility transfer process. After meeting the CIF, NCS, and MVAL criteria, a student who fails to meet the grade eligibility standards may be placed on probation and allowed to participate for the first grading period he/she is enrolled in FUSD, with no requirements for minimum grade point average or number of "F" grades. This probationary period starts the first day the student is enrolled in FUSD.
- e. Sections "c" and "d" are intended to provide a safety net for students with extenuating circumstances and must be appealed to the Principal.
- f. A student on probation must improve his/her GPA to 2.0 and receive no "F" grades by the end of the next grading period in order to continue to participate.
- g. A student may not be on probation for two consecutive grading periods. A student who is on probation two consecutive grading periods shall be declared ineligible.
- h. Summer school credits shall be counted towards making up scholastic deficiencies incurred in the grading period immediately preceding. (BP/AR 6145)

SCHOOL ATTENDANCE

Mandatory Attendance

Any person between the age of 6 and 18, who has not been officially exempted from school, must be enrolled and attend school full time. (EC 48200)

Parent/Guardian Responsibilities

It is the obligation of the parent/guardian to compel the attendance of their student at school. Any parent/guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution. (EC 48260.5)

Daytime Youth Protection Ordinance

In the spring of 2006 the City of Fremont passed the Daytime Youth Protection Ordinance which makes it an infraction for any school aged person to be in the community, unsupervised by his/her parent, during school hours. Students who violate this ordinance will be cited with an infraction. The fine for the first infraction is \$75, the second infraction \$150, and the third infraction \$250. Students will be cited and returned to their school by the Fremont Police Department.

Truancy

Any student who is absent a full school day, or tardy or absent for more than any 30 minute period during a school day without a valid excuse on three occasions will be reported as truant. (EC 48260) The student's parent/guardian will be sent a truancy letter.

If the student is again tardy or absent for more than any 30 minute period during a school day without a valid excuse on one or more occasions, the school shall again report them as a truant. (EC 48261) The student's parent/guardian will be sent additional truancy letters, and the school will request a conference to address the attendance problem.

Any student who has been reported as a truant three or more times in a school year is deemed a habitual truant. (EC 48262) The student's parent/guardian will receive a Habitual Truant letter, and shall be referred to the School Attendance Review Board (SARB).

School Attendance Review Board (SARB)

SARB is composed of representatives from the District, law enforcement, probation, and various community based and youth service agencies. Members work collaboratively to diagnose the problem and develop a plan to get the student back to school. Failure to meet with SARB or follow its directives can result in a

referral to Juvenile Probation for truancy mediation, or the District Attorney's office for prosecution. (EC 48263 and 48263.5)

Notification of Absences

If a student is absent, the parent/guardian is to call the school the same day as the absence. If the school does not receive a call or note from the parent/guardian, the school will attempt to make contact. When the student returns to school, a valid explanation verifying the reason for the absence must be provided by the parent/guardian (BP/AR 5113, CCR 306)

Excused Absences

A parent/guardian's knowledge and/or approval of a student's absence without a valid excuse, does not excuse the absence. To be recognized as a legally valid excuse, a student's absence from school must be:

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family (as defined in AR 5113), so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
- (7) For exclusion, for up to five school days, for failure to present evidence of immunization.
- (8) For religious purposes receiving ADA (as defined in AR 5113).
- (9) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats (can not exceed four (4) hours per semester), or attendance at an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the Principal.

Students in 7th through 12th grade may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent/guardian.

SCHOOL ATTENDANCE

Excused Absences (continued)

A student with a valid excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided. Students with excused absences are allotted the same number of days of the absence to complete work. Upon satisfactory completion, within a reasonable period of time, the student will be given full credit for tests and assignments completed. The teacher will determine what tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence. (BP/AR 6154)

Fremont Unified School District receives State funding only when the student is present at school. The State does not fund any type of absence from school. (EC 46010.1, 46014, 48205, 48216, CCR 420 and BP/AR 5113.1)

Excessive Excused Absences

Parent/guardian of any student who has accumulated more than 10 excused absences may be required to attend a conference with a school administrator and provide verification of illness in the form of a doctor's note before having any additional absences excused. (CCR 421, BP/AR 5113)

A parent/guardian of a student with a temporary disability which causes attendance at school to be impossible or inadvisable, may request individualized instruction under the Home or Hospital Instruction Program. Please contact your student's school for an application and for additional information.

Extended Period of Absence

When a student is absent for more than 10 continuous school days (other than illness), and an independent study contract has not been executed, his/her seat may be given to another student. Upon return, the student may be transferred to another school or alternative program if classrooms at the school of original enrollment are full.

Opening Day Absences

All students are expected to report on the first day of school. The only exception will be students who are absent due to illness. The parent/guardian must notify the school on each day the student is absent and provide doctor's documentation of the illness by the close of school on the third day. Elementary (K-6) students may

be overloaded to another elementary school. Secondary students (7-12) may have their class schedules altered. (BP/AR 5113.1)

Change of Residence/Falsification

It is the responsibility of the parent/guardian to notify the school their student attends, within five school days, when the student, parent/guardian move from the address provided at the time of registration. It is considered falsification to move and fail to notify the District within five school days.

Falsification of residency will result in a fine equivalent to the current base revenue limit (approximately \$6,000) per school year, and the student will be dropped from enrollment.

If a District employee reasonably believes that a parent/guardian provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts (document checks, phone calls, home visits, etc.) to determine whether the student resides in the District. (BP/AR 5111, 5117)

Homeless Situations / Foster Care

Students in homeless situations who lack a fixed, regular and adequate nighttime residence are protected by the McKinney-Vento Act. Students who are dependents or wards in foster care are provided protection under AB 490.

These protections include but are not limited to:

- The right to stable school placements, education and school placement decisions dictated by the best interest of the child and placement in the least restrictive educational placement.
- The right to be immediately enrolled in school even if all typically required school records or immunizations are not available.

For more information, or to find out if your student qualifies for protection under these laws, contact the Homeless / Foster Youth Liaison in Pupil Services at (510) 657-2350, ext.12332.

SCHOOL ATTENDANCE

Board Moratorium on Transfers 7th-12th

In February 2003 the Board of Education passed a moratorium on transfers. Kennedy High School is the only secondary school open to Intra-District Transfers, Inter-District Transfers and the Open Enrollment Lottery. BP/AR 5117 also governs transfers.

Intra-District Transfers

Intra-District transfers are available for parent/guardian requests for their student to attend a school different from their home school, but within the District. Parent/guardian completes the transfer form and indicates the requested school. Transfers are approved by Principals based on space availability and District guidelines. The student's home school remains the same. Transfers must be approved annually. Students must maintain satisfactory grades and attendance, and excellent behavior. Students return to their original residence attendance area for Junior High School and Senior High School. Intra-District transfer forms and additional instructions are available at each school site.

If a junior or senior high school student moves during the school year, the student may complete the school year at that school, after registering at the school of their new residence and with an approved Intra-District Transfer. The following year the student must attend the school of their new residence. (BP/AR 5117)

If an elementary student moves during the school year, after registering at the school of their new residence, they will receive instructions regarding one of the following options based on space availability:

- Enroll at the new home school.
- Remain at the current school.
- Be overloaded to another school.
- Apply for intra-district transfer.

Open Enrollment Lottery

The Open Enrollment Lottery is available for parents/guardians to request their student attend a Fremont school different from their home school. Parents/guardians complete the lottery form and indicate the requested school. If space is available, lottery selection is determined by a random drawing. If accepted, the selected school becomes the student's new home school, until the completion of the highest grade offered at that school.

Students return to their original residence attendance area for Junior High School and Senior High School. Open

Enrollment Lottery forms, and additional instructions, are available at your student's school site during the Spring registration period. (BP/AR 5117, 5117.1)

Inter-District Transfers

Inter-District transfers are for parents/guardians to request their student attend a school outside of Fremont Unified School District. Transfers must be renewed annually. Students must maintain satisfactory grades and attendance, and excellent behavior. Inter-District transfer forms and additional instructions are available from the Office of Pupil Services. (BP 5118)

Transportation

School transportation is not a mandated service in California. The Governing Board has determined that busing is of value to the educational program and has authorized school bus service on a limited basis. To recover a portion of the operating costs, a system of "Parent Pay" has been approved to help offset the cost of the program. Fees shown shall not apply to special needs students with transportation identified as a related service in their IEP, or to children of indigent families.

All students, who plan to ride the school bus, must go to the Transportation Department Office, located at 43770 S. Grimmer Blvd., to have a photo ID taken and pay the busing fees. Payment is due at the time of registration if applicable.

For any information regarding District transportation, call the Transportation Department at (510) 657-1450.

To be eligible to ride a school bus, the following walking distances must be met:

- Elementary – Students' residence must be over a 1 mile radius from school.*
- Junior/Senior High - Students' residence must be over a 3 mile radius from school.*

*Radius is determined by Microsoft Map Point.

Bus pass costs:

Round Trip	Annual	\$478.00
	Semester (1/2 year)	\$273.00
One Way Tickets	AM or PM Annual	\$273.00
	AM or PM Semester	\$153.00
	Students use 1 ticket each way.	\$34.00 for 1 book of 20 tickets

Prices subject to change.

STUDENT DISCIPLINE

School's Duties Regarding Discipline

A safe, secure school, free of weapons, violence, and unlawful or disruptive behavior, is essential to maintaining an educational environment that promotes learning and protects the health, safety, and welfare of all students.

At the beginning of the school year or at the time of enrollment, each Principal shall inform all students and parents/guardians of the school and District discipline rules and procedures and of the availability of District policies and regulations relating to student discipline, suspension and expulsion.

The Board expects parent/guardian contact by teachers, counselors and school officials to remedy inappropriate school behavior at the earliest stage.

It is District policy to enforce standards of acceptable behavior among all students. School staff:

- will fairly and equitably enforce the written policies of the school and District.
- may search student if there is reasonable belief that the student has illegal, dangerous or inappropriate objects at school and will seize them.
- may search student property, including but not limited to lockers and vehicles.
- may withhold grades, diplomas or transcripts of the student responsible for damage or loss of property until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages. (EC 48904)

District Policy:

- states that all students, staff, parents/guardians and volunteers have the right to be free from any hate crime, hazing, and/or degrading and inflammatory statements, which includes, but is not limited to abusive, harassing, or insulting behavior which degrades or stereotypes an individual on the basis of race, ethnicity, culture, heritage, gender, sexual orientation, physical or mental attributes, religious beliefs and practices.
- does not permit gangs or gang activities, such as but not limited to: initiations, paraphernalia, clothing, writings, tagging, comments, gestures, or any form of gang activity on its campuses and at its activities.
- does not permit the administering of corporal punishment to students.

Interviewing Students during School

Upon presentation of proper identification to the Principal or designee, duly authorized representatives of law enforcement shall be allowed to interview students. The investigating officer may request a staff member be present at such an interview. Prior parent notification or presence is not required. If a student is removed from school by a law enforcement representative, the Principal and law enforcement agent are required to make an attempt to notify the parent/guardian except when the student is taken into custody as a victim of suspected child abuse. (EC 48906)

Suspension and Expulsion (BP/AR 5114)

Suspended students shall not attend any educational and school-related extracurricular and co-curricular activities during the period of suspension. "Suspension" means removal of a student from ongoing instruction for adjustment purposes. "Expulsion" means removal of a student from immediate supervision and control, or the general supervision of school personnel. Students with disabilities have procedural safeguards and a right to a Free and Appropriate Public Education (FAPE).

A student may not be suspended from school or recommended for expulsion unless the Principal of the school in which the student is enrolled determines that the student has committed an act as defined in EC 48900, (a) to (t), (u), or 48900.2, 48900.3, 48900.4, or 48900.7.

A student may be suspended or expelled for any acts that occur at any time related to school activity or attendance, including, but not limited to: while on school grounds, going to or coming from school, during lunch, whether on or off campus, and during or while going to or coming from a school-sponsored activity. (EC 48900(s))

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.

STUDENT DISCIPLINE

Suspension and Expulsion (continued)

- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property. (Per EC 48900 (u), School property includes, but is not limited to, electronic files and databases.)
- (g) Stolen or attempted to steal school property or private property. (Per EC 48900 (u), School property includes, but is not limited to, electronic files and databases.)
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (.2) Committed sexual harassment as defined in §212.5. (Grades 4-12)
- (.3) Caused, attempted to cause, threatened to cause or participated in an act of hate violence as defined in §233(e.). (Grades 4-12)
- (.4) Intentionally engaged in harassment, threats or intimidation directed against any staff, pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of any staff, pupil or group of pupils by creating an intimidating or hostile educational environment. (Grades 4-12)
- (.7) Made terroristic threats, written or oral, against school officials or school property, or both.

STUDENT DISCIPLINE

Appeal of Suspension

A parent/guardian who disagrees with a suspension must meet with the Principal to request a reconsideration of the suspension or request that the suspension be amended or reversed. If after such meeting, the parent/guardian still disagrees with the suspension, they may submit the following in writing within three (3) school days to the Director of Pupil Services:

- The specific suspension that is being appealed (date, number of days, violation).
- The specific basis on which the request to amend or reverse the suspension is being made.
- Complete parent/guardian contact information (best phone number and address).

The Director of Pupil Services will review the written appeal, make every effort to contact and discuss the request with the parent/guardian, and will provide the final decision in writing to the parent/guardian and to the school.

Mandatory Expulsion (EC 48915(c)) (AR 5114)

Principals shall recommend the expulsion of a student for any of the following acts committed while at school, at a school activity off school grounds, or while under school jurisdiction:

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

In compliance with state and federal laws, any student who is determined to have brought a firearm to school or to have possessed a firearm at school shall be expelled for not less than one calendar year and shall be referred to the criminal justice or juvenile delinquency system.

- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault or battery. (EC 48900 (n))
- (5) Possession of an explosive.

Mandatory Recommendation for Expulsion (EC 48915(a))

Principals shall recommend the expulsion of a student for any of the following acts committed while at school, at a school activity off school grounds, or while under school jurisdiction unless the Principal finds that expulsion is inappropriate due to a particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Other Grounds for Expulsion

Upon recommendation by the Principal, the Governing Board may order a student expelled for any other acts listed in Education Code 48900, as listed on pages 8-9.

STUDENT DISCIPLINE

Dangerous & Inappropriate Objects

Dangerous and inappropriate objects, including but not limited to weapons, knives, laser pointers, explosives/fireworks, mace, pepper spray and imitation firearms (Air Soft Guns/ Pellet Guns) are not permitted on any school campus at any time or while under school jurisdiction. To furnish, possess or use any of these dangerous and inappropriate objects will result in suspension and/or expulsion.

(PC 417.25 & 417.27; BP/AR 5114.11)

Electronic Signaling Devices

The District does not encourage or advise the use of electronic signaling devices on school campuses.

The District does not assume responsibility for lost or stolen items.

- High school students are permitted to carry cell phones and pagers and may use their device during lunch break, before and after school; however, the device(s) must be turned off during instructional time, or whenever directed to do so by a school employee.
- Junior high students may carry cell phones and pagers but may only have them turned on before and after school.
- Elementary students shall not carry these devices unless by a doctor's request for medical necessity or by discretion of the administrator.

Failure of a student to adhere to the guidelines will result in progressive disciplinary action, which may include, but is not limited to, confiscation, parent contact and suspension. (EC 48901.5; BP/AR 5114.11)

PARENT/GUARDIAN & STUDENT OTHER RIGHTS AND RESPONSIBILITIES

Student Responsibilities

According to Education Code, Board Policy and school rules, students are required to:

- Be diligent in their studies.
- Treat school property, private property, and other people with respect.
- Obey all school and classroom rules while at school, at District and school activities, and on the way to and from school.
- Follow all directions and directives given by any staff member. If the student believes a staff member is wrong, the student is to still obey them. To not do so is defiance and may result in suspension. The time and place for resolution is with an administrator at a later time.
- Dress according to District and school site dress policies. All gang-related attire is prohibited. (BP/AR 5132)

Parent/Guardian Rights & Responsibilities

Parent/guardian has the right to:

- a. Participate in the formation of the school's written policies.
- b. Receive a written copy of District and school rules and procedures on discipline.

According to law, parents/guardians must:

- a. Spend a portion of the day in a student's classroom when requested by the school.
- b. Assume liability for willful conduct of their students which results in injury to another pupil, to school district personnel and/or damage to school property (up to \$10,000). (EC 48904)
- c. Observe all school and District rules including but not limited to signing in at the school office, wearing a visitor's badge on campus, or setting up a classroom visitation. Parents/guardians and others are prohibited from using tobacco products on school grounds at any time.

PARENT/GUARDIAN & STUDENT OTHER RIGHTS AND RESPONSIBILITIES

Right to Review Student Records

Parents/guardians have the right to request an inspection of any official records, files and data related to their student. The request must be in writing and the school has five (5) days to respond to requests.

Parents/guardians have equal access to student information, both custodial and non-custodial, unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or enter a post secondary institution at any age, all rights regarding access to records transfer to them.

However, parents/guardians retain access to student records of students who are their dependents for tax purposes. Each school office maintains its students' official records and maintains access logs. Students 16 years of age or older have the right to request inspection of their records. Parents/guardians may request removal of information or include a statement disputing any material in their student's record. Appeals under this section are addressed to the Director of Pupil Services. The District is required to retain enrollment and scholarship records of students indefinitely. Copies of records may be requested and a fee for duplicating (25 cents per page) may be charged by the school site. (EC 49063, 49068-70 and 49075; FERPA 20 USC 1232g; BP/AR 5125)

Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. It protects all records, paper and computerized, and includes video or audio tape and microfilm. Generally parents/guardians and eligible students (18 year olds) must give consent for the release of school records and information. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to instruct the school not disclose directory information about them.

Contact information for students in grades 9-12 will be shared with requesting colleges and universities, military recruiters, and others (e.g., news reporters) unless the Withdrawal of Consent form is submitted to the site Principal. The Principal has the responsibility to ensure that the student information is not released upon receipt of the Withdrawal of Consent form. (The Withdrawal of Consent form is located on page 20).

Appearance of Students in News Media Presentations

Reporters and photographers from print and electronic media often are invited to school campuses to help publicize activities and programs to the community. News media representatives also may visit schools in the course of covering a news story. Media representatives generally are permitted on campus unless there is reason to believe their presence would cause a disruption of the educational process. Once on the premises, they are permitted to interview and photograph students. They also may ask students their names in order to identify them in stories and photographs. A parent/guardian who prefers that their student not be photographed or interviewed may write a note to the school to that effect. School staff and administrators will make every effort to ensure that student photo or name not appear in news reports. Schools cannot guarantee that students will not appear in the background of photographs or be approached by reporters for comments.

In addition to notifying the school, it is important that the parent/guardian tell their student if they do not wish them to be photographed or interviewed. Whenever possible, teachers will send home a notice that a media visit to their campus or classroom has been scheduled and will remind parent/guardians of their right to request that their student not participate.

(BP 1112, BP 1250)

District policy states that a student's full name or photograph may not be published on the district or school web sites without the expressed written permission of the student's parent or guardian. (BP 1113)

SCHOOL SAFETY

Visitors to School

To ensure the safety of students and staff and to avoid potential disruptions, all visitors shall check in or sign in at the office immediately upon entering any school building or grounds and wear a visitor's badge at all times while on campus.

To ensure minimum interruption of the instructional program, visits to a campus initiated by a student's parent/guardian shall be arranged on consultation with the student's teacher and/or the Principal. Classroom visits or conferences will be scheduled within a reasonable time of the parent/guardian request. Except for law enforcement personnel, only the parent/guardian or those designated on the emergency card are permitted to contact or take your student from school. (EC 51101(a); BP/AR 1250)

Safety Committee/Safety Plan

Each site has a Safety Committee which examines facility issues to ensure a safe campus. Each school also has a safety plan, disaster preparedness plan, and a crisis team. Schools conduct regular fire, lockdown, earthquake, and disaster drills. (EC 32000-32004, 32200, 35294.1, 35294.2 & 51202)

If you have concerns about safety items at your campus, or would like a copy of your school's safety plan, contact the Principal. (EC 35294.1)

School Lockdown Procedures

A school may initiate a lockdown to assure the safety of all students, staff, and visitors at a school site. A lockdown is only instituted if there is a clear and present danger to the safety of the occupants of the school. Parents/Guardians will not have access to students and/or staff during a lockdown. Parents/Guardians are expected to cooperate with the directions of the public safety incident commander during a lockdown. After the lockdown is concluded, Principals will send a factual notice to parents/guardians regarding the day, time, duration and reason for the lockdown.

Double Fines in School Zones

In Alameda County, effective January 1, 2003, fines will be doubled for traffic violations in school zones. The additional revenue will be used to pay for school and pedestrian safety programs.

Accident/Injury Insurance

The District does not provide insurance to cover student accidents or injuries while the student is at school, going to or from school, or while attending District-sponsored activities.

Optional insurance may be purchased by parents/guardians through an independent provider. Information is available at school sites. (EC 48980 & 49470-49473)

Dress and Grooming

Each school's administration has the final determination on issues of dress and grooming. Students must dress in a manner which supports a safe environment for learning. Dress which is disruptive or contrary to school rules, including but not limited to apparel or accessories which depict drugs, alcohol, weapons, violence, and/or gangs is not permitted.

- Shoes must be worn at all times.
- Students must wear clothing that covers the shoulder, torso, stomach, midriff, mid-thigh and buttocks. No sagging or bagging is permitted. Undergarments must be covered completely.
- Students may not wear hats during instructional time but may wear articles of sun-protective clothing, including hats for outdoor use. (BP 5132)
- Students may not wear clothing which has been deemed by local law enforcement or other experts to be gang-related.
- Students are prohibited from wearing "colors" or artifacts, or displaying gestures which represent or evidence membership or affiliation with any gang, including but not limited to, clothes, belts, shoelaces, jewelry, emblems, badges, symbols, bandanas, or sashes.

HEALTH SERVICES AND REQUIREMENTS

Health Screenings

Districts are required to provide the following tests/screenings: Visual Acuity and Color Vision, Hearing, and Scoliosis (lateral curvature of the spine). (EC 409452, 49452.5, 49455, 49456)

A parent/guardian may request that their student not take these tests by providing the request in writing to the school Principal. (HSC 120365, 120370 and 120375; EC 49451 and 49455)

A parent/guardian is required to arrange for their student to have a physical examination prior to entering Kindergarten or first grade, whichever is the student's first year in public school. (BP/AR 5141.3)

Free health screening is available through your local health department. A parent/guardian can refuse to have their student have a physical examination or the required immunizations if they file a waiver with the Principal. However, if that student appears to be suffering from a recognized contagious or infectious disease, that student will not be permitted to attend school until it is determined to the satisfaction of District representatives that a contagious or infectious disease does not exist. (EC 48980, 49403 and 49451)

Dental Screening

California law now requires that your student have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is the student's first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. (EC 49452.8)

Immunizations for New Students

A student will not be admitted to school without the required immunizations which include Polio, DPT, MMR, Hepatitis B and Varicella. Check with the school site for specific requirements. (HSC 120325-120375)

Disease Prevention

School personnel receive annual updates on disease prevention. Employees are required to have current TB tests. (EC 49406)

Medications & Health Care Procedures

To maintain the safety, health, and welfare of students, parents/guardians are required to notify the school administration of student health issues every year (BP 5141). It is the responsibility of the parent/guardian to contact the school nurse if they feel their student has a health concern that may impact their participation in school activities or may need to be addressed during the school day.

When necessary, a student may receive medicines or health care procedures prescribed by an authorized health care provider during school hours. District forms exist to facilitate meeting these needs. These forms are valid for the current school year only. Health care provider orders (for prescription or over-the-counter medicines and medical treatments) must include the

method, the amount, the time scheduled and the nature of assistance to be provided by the District staff. A parent/guardian must also present written permission for medicines or procedures to be provided during school.

An Individualized School Healthcare Plan (ISHP) may be developed, if indicated, by the school nurse in collaboration with the student (if appropriate) and parent. The plan assesses and identifies healthcare needs and accommodations necessary for a student to attend school. It includes parent/guardian consent, physician authorization for standard healthcare procedures to be performed, and identifies the persons responsible for the implementation of the plan.

It is the responsibility of the parent/guardian to provide and maintain current (non-expired) medications in an original pharmacy-labeled container and provide supplies for individualized healthcare procedures at school.

A student is not allowed to have medications (prescriptions or over-the-counter) in their possession unless the student is authorized to do so by a treating health care provider with parent/guardian consent and the student has met the District guidelines to self-medicate.

For details on the District's Medication Policy, please refer to Board Policy and Administrative Regulations 5141 through 5141.33.

Field Trips

A parent/guardian must identify medical needs on the field trip consent forms, complete additionally required District forms, and provide the medication and/or medical supplies needed for the field trip. (EC 49423, 49423.5, 48900, 48980 and 48480; BP/AR 5141.21)

Emergency Medical Assistance at School

The Emergency Card will be used to contact a parent/guardian in the event of a medical emergency. The school will act in the absence of parent/guardian contact to ensure appropriate medical treatment is provided even if the parents cannot be reached. The school may make medical or hospital services available for a student while at or on the way to or from any school activity. It is important to include all information regarding student health needs (health conditions and/or medications). A parent/guardian is responsible for updating their student's emergency card as information changes during the school year. This confidential health information will only be shared at the discretion of the Principal with staff who have a "legitimate education interest". (EC 49472; BP/AR 5141.21 through 5141.33)

Free/Reduced Price Lunch

Students receiving public assistance may qualify for free or reduced meals. An application form is either mailed to each household or sent home with each student upon registration and at the beginning of school. (EC 49557)

HEALTH SERVICES AND REQUIREMENTS

Food Allergies at School

There are students who are allergic to certain foods, including nuts (peanuts, walnuts, hazelnuts, etc.) When exposed to nuts, allergic students may break out in hives. Their airway may swell up and they could stop breathing. Each school site will designate a Nut-Safe Table in the cafeteria or eating area for students with nut allergies or for other students who have no nuts or nut by-products in their food.

Please help us keep all of our students safe and healthy at school.

1. If you have a student who has food allergies, make sure you notify the school nurse, the teacher(s) and the cafeteria manager.
2. Talk to your student about not sharing or trading their food or lunches with other children.
3. We encourage parents/guardians to bring non-food items such as stickers or pencils for school celebrations, in lieu of food items brought from home which present a challenge for students with food allergies.
4. When sending food for others to consume, do not send any foods that have nut or nut by-products in them. Read food labels for nuts or nut derivatives. Sometimes even plain M&Ms, gummy bears, breakfast bars or puddings have nuts or nut oils in them.

Healthy Schools Act

The Healthy Schools Act of 2000 requires that parents be notified of pesticides that will be used on school campuses. Although notification is a new requirement, FUSD has been refining its Pest Management program for more than 15 years to ensure the safest possible school environment. Pesticides are only applied by trained specialists on weekends with no wide area spraying. The only exception to this is the treatment for yellow jackets or wasps, which may be requested on an emergency basis. Those treatments involve low-pressure injection of chemicals into what are usually underground nests.

Chemicals used by FUSD specialists are the least toxic and most rapidly biodegradable on the market. Household pesticides available at the grocery store are generally more powerful. Chemicals used for emergency treatments are harmless within a few minutes of application.

Fields and school grounds that are to be treated in the normal rotation of maintenance work will be posted with signs the day before treatment. The signs will be left up for three (3) days after treatment. If you or your student have been attending schools or using school facilities until now without having any problems, you should have no reason for concern. There are no anticipated changes in treatment agents or procedures.

Pesticide List

<u>Name Of Pesticide</u>	<u>Active Ingredients</u>
1. CB-80 Insecticide	Pytherins, Piperinol Butoxide technical
2. Enforcer 4 Hour Fogger	Sumithrin
3. Fumitoxin	Hydrogen Phosphide
4. Pendulum WDG	Pendimethalin
5. Precor Plus Flea Fogger	(S)-Methoprene, Perethrin
6. Round-up Pro	Glyphosphate, N-(phosphonomethyl) glycine
7. Wasp Freeze	Phenothrin
8. Tempo 20WP	Cyfluthrin
9. Termidor	Firpronil
10. Suspend SC	Deltamethrin
11. Dimension Ultra WSP	Dithiopor
12. Gallery 75	Isoxaben
13. Vanilla Blast Insecticide	Tetramethrin, Permethrin; Piperinol Butoxide technical
14. Speed Zone Southern	Carfentrazone-ethyl; 2,4,D,2-ethylhexyl ester, Mecoprop-p acid, Diacambra acid

If you know that your student has a specific allergy or reaction to a listed ingredient, you may want to register for notification of when his/her school will be treated. The request for advance notification is available at your school site. For further information, please contact FUSD Operations and Grounds Department at (510) 657-0693 or visit the California Department of Pesticides List.

Asbestos Plan

Each school site has an asbestos management plan and inspection report. Contact your school Principal for a copy. (Federal Register 40 CFR 763.93)

Tobacco Policy

Students are not allowed to smoke, chew, or possess tobacco or nicotine products on school property, at school-sponsored events, or while under the supervision of District employees. Students who violate this policy shall be subject to disciplinary procedures, which may result in suspension from school. (BP 5147.1; EC 48900-48901)

PROTECTION AND SAFEGUARDS

Tolerance Policies

It is the policy of the Fremont Unified School District to provide a school and work environment that is free from discrimination and harassment. Schools will provide a positive learning environment which promotes respect for all students and staff of the school community.

In accordance with this policy, the District will not tolerate discrimination in any form, nor will it tolerate behavior by students or staff that harasses, insults, degrades, or stereotypes any person on the basis of race, color, national origin, ethnicity, religion, marital status, age, gender, disability, or sexual orientation. (BP/AR 0202)

Violation of Policies

Any employee who violates these policies will be disciplined according to established procedures for employee discipline.

Any student who violates these policies is subject to appropriate discipline, up to and including counseling, suspension and/or expulsion.

Student Bullying and Harassment

District programs and activities shall be free from discrimination, including harassment, intimidation or bullying, with respect to the actual or perceived ethnic group, religion, gender, color, race, sex, ancestry, national origin, and physical or mental disability, academic achievement levels, age or sexual orientation. (BP/AR 5114.3)

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities.

School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

Hate Crimes/Hazing

All students, staff, and parents/guardians have the right to be free from hate crimes, hazing, degrading and inflammatory statements, or any activity that degrades the qualities of an individual. An incident of hate-motivated behavior is any act to cause physical injury, emotional suffering, or property damage through intimidation, harassment, bigoted slurs or epithets, vandalism, force or threat of force, motivated in part or in whole by hostility toward the victim's real or perceived ethnicity, national

origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, or any other physical or cultural characteristics. (BP/AR 5114.1)

Sexual Harassment

Sexual harassment constitutes a violation of the California Education Code, Section 212.6 and 48900.2, as well as Federal law, Section 703 of Title VII.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting (all students, preschool to adults). The conduct must be considered by a person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

The District believes all persons, regardless of their gender, shall be free from discrimination of any kind, including sexual harassment. Any such violation may constitute just cause for disciplinary action against any person committing such an offense. The Board shall not tolerate the sexual harassment of any student by any other student or by any District employee. (BP/AR 4119, BP/AR 5114.10)

Information to Students

A copy of the District's written policy on sexual harassment, as it pertains to students, shall be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.

Procedures identifying the process for filing a sexual harassment complaint are available at school sites.

Confidentiality

It is essential that the Principal ensure confidentiality throughout the investigation of allegations of sexual harassment. The actual facts of the complaint and the sensitive nature of specific allegations may require special efforts to maintain confidentiality. The Principal shall inform all parties to a sexual harassment investigation, including witnesses, not to discuss the matter with others and to refrain from any contact including personal, electronic, telephone or written contact regarding this issue.

PROTECTION AND SAFEGUARDS

Complaint Policies and Procedures

The law requires that the District establish complaint procedures that are followed when parents/guardians, students or staff have complaints against an employee, the District, program, materials, facilities, or any policy. Revised policies and related forms are posted on the District website. Copies will also be available at school sites, as well as in the District Human Resources Department.

Complaints Concerning School Personnel

A complaint is a concern about the performance, behavior, or demeanor of an employee at work. (AR 1312.1)

Complaint procedures are outlined in each employee's collective bargaining agreement/District and Employee agreement. The process begins with an informal step of meeting directly with the employee prior to meeting with the employee's supervisor. Meetings with employees of some unions may require an employee to have union representation present. A complaint against an employee may result in disciplinary action as outlined in their respective bargaining unit agreement/District and Employee agreement.

Specific complaints concerning teachers, counselors, psychologists, nurses, program specialists, or other FUDTA unit members are to be filed in accordance with Article 30: Complaints of the collective bargaining agreement between the Fremont Unified School District and the Fremont Unified District Teachers Association. A copy of this article is available at each school or work site of the unit members, the Department of Human Resources, and the Office of the Superintendent.

It is the policy of the District that no person suffer any form of retaliation as a result of making a complaint. To make a complaint, the first step in this process requires an informal discussion with the employee before the employee's supervisor is involved.

A parent/guardian or other District resident who objects to the use of specific textbooks, library books or other instructional materials may challenge such materials in accordance with procedures outlined in BP/AR 6144.1. The person must complete the "Request for Reconsideration of Instructional Materials" form and submit it to the site Principal.

Complaints Concerning Instructional Materials

The District takes great care in the adoption of instructional materials. Sites provide supplementary materials to meet the diverse needs and interests of our students.

Uniform Complaint Procedure

The Fremont Unified School District has a primary responsibility for insuring that the district complies with state and federal laws and regulations governing education programs implemented by the district and civil rights protections regarding sex, sexual orientation, gender, age, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

In accordance with state law, this is to notify you that you have a right to file a written complaint in accordance with the provisions of Title 5 of the California Administrative Code Sections 4600 and following in the event you believe that the Fremont Unified School District is in violation of state or federal laws in that it unlawfully discriminates in the following programs: Consolidated Categorical Aid programs, Child Nutrition programs, and Special Education programs, or in any other program receiving state or federal funding. In the event that a complaint is filed with the district and a decision is issued, this is to notify you further of your right to appeal a decision by the district to the State Superintendent of Schools in writing within 15 days of receiving the District's decision.

In accordance with law, you are also notified that you may have civil law remedies in addition to remedies through this complaint process. In addition to the complaint process set forth in the district's policy regarding uniform complaint procedures, you may also have the right to have the State Department of Education directly intervene under certain circumstances, which are set forth in Section 4650. Should you have any questions concerning the complaint process and your rights to file a complaint, you may contact the Fremont Unified School District Office.

Steps to be followed for this type of complaint are outlined in BP/AR 1312.1 and you may also request a written copy of the District's Uniform Complaint Procedure which clarifies appeal processes, timelines for appeals to be filed and a timeline for seeking civil law remedies in discrimination complaints free of charge.

Williams Uniform Complaint Procedure

Effective January 1, 2005, school Districts are required to have a complaint procedure to address reporting deficiencies in instructional materials, teacher vacancy or misassignment, and maintenance of facilities. Forms for the Williams Uniform Complaint Procedure can be obtained at the Principal's office, the District Business Office, and will be available on the District's website (BP/AR 1312.4).

Compliance Officer

For additional information or assistance in the complaint procedure, the Board of Education designates the following Compliance Officer to receive and investigate complaints and ensure District compliance with law:

Assistant Superintendent of Human Resources
4210 Technology Drive
Fremont, CA 94538
(510) 659-2556 or (510) 657-2350

TERMS OF USE OF TECHNOLOGY AGREEMENT

Student Use of Technology/Web Page Development

The Principal or designee shall oversee the maintenance of each school's technological resources and will establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in the proper use as well as receive copies of related district policies and regulations.

Use of electronic media provided by the district is a privilege. Misuse of equipment or electronic files may subject the student to loss of privilege, adverse impact on grades, or disciplinary action. (AR 3521.1, BP/AR 6163.2)

On-line Services: User Obligations and Responsibilities

Students are authorized to use the district's on-line services in accordance with user obligations and responsibilities specified below.

1. The system shall be used only for purposes related to Board-approved curriculum. Commercial, political, and/or personal use of the district's system is strictly prohibited. The District reserves the right to monitor any on-line communications for improper use.
2. The students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.
3. The students shall not transmit or access material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
4. Copyrighted material may not be placed on the system without the author's written permission and placed on file in the District's Technology Department. Users may download copyrighted material for their own use but only in accordance with copyright laws.
5. Vandalism and or theft of school property (including but not limited to electronic files and databases) will result in the cancellation of user privileges and/or privileges and/or disciplinary action. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy, steal, or alter district equipment or materials or the data of any other user.
6. Inter-and intra-classroom communications are to be brief and will use appropriate language. Use of e-

mail, instant messages, and Internet resources shall be for educational purposes only.

7. Students may not save any work to a district computer's hard drive. Students shall provide their own storage media; i.e., thumb drive, RW-CD, etc. to save student work.
8. No portion of the district's technological resources may be used for any form of cyber bullying or identity theft.
9. A student shall report any security problem or misuse of the network to the teacher or Principal. It is each student's responsibility to protect one's identity and not share personal information including, but not limited to, name, student ID number, social security number, address, telephone number, grades, test scores, passwords, and parent information.
10. On line chat rooms shall not be accessed. Students are expected to abide by the generally accepted rules of network etiquette (Netiquette) which includes (but not limited to) the following:
 - a. Be polite. Be brief. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Illegal activities are strictly prohibited.
 - d. Do not reveal your personal information or any information on students, teachers, or administrators.
 - e. Note that neither web access nor electronic mail (e-mail) is private. Employees who oversee the system have access to all data traffic including e-mail. Messages and other transmissions relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the network in such a way that you would disrupt the use of the network by other users.
11. Downloading, streaming audio and video is not permitted.
12. Parent/guardian shall indemnify the District from all lawsuits stemming from a student's improper or illegal activity while using the District's technological resources including, but not limited to, computers, printers, fax machines, local area networks and/or wide area network.

All communications and information accessible via the network should be assumed to be private property.

Technology Agreement (Sign and Return Form on Page 19)

By signing and returning the form, the student and parent/guardian agree to abide by these terms of use.

COMPLETE FOR ALL STUDENTS

STUDENT USE OF TECHNOLOGY AGREEMENT

As a student user of the Fremont Unified School District's computer network, I have read and understand the Student Use of Technology Agreement Terms. I hereby agree to comply with the statements and expectations outlined in the Student Use of Technology Agreement Terms and Board Policy and Administrative Regulation (BP/AR) 3521.1, Internet Safe and Responsible Use, and to honor all relevant local, state, and federal laws, policies, regulations and restrictions.

I understand that violations may result in revocation of permission to use computers and the network, disciplinary action, and/or legal action.

Student's Name (Print: Last, First) _____ School: _____

Student's Signature _____ Date: _____ Gr _____

PARENT/GUARDIAN SECTION

As the parent/guardian of the student above, I have read the Terms of Use of Technology Agreement and grant permission for my student to access the Internet. I understand that the school's technology resources are designed for educational purposes only. I also understand that it is impossible for the school to restrict access to all the network. I understand that students and families may be held liable for violating conditions of this agreement. I accept full responsibility for supervision if and when my student's use is not in a school setting. (BP/AR 3521.1, AR 6163.2)

Parent/Guardian Name (Print: Last, First) _____

Parent/Guardian Signature _____ Date: _____

ACKNOWLEDGEMENT OF ANNUAL NOTICE OF RIGHTS

Under Education Code Section 48980, at the beginning of the first semester or first quarter of the regular school term, the District is required to furnish parents/guardians with a notice of rights. This is your copy of *Fremont Unified School District's Parent/Guardian & Student Handbook and Notice of Rights and Responsibilities*. The signature of a parent/guardian acknowledges receipt of the notice. By signing this form, a parent/guardian does not give or withhold consent for participation in any particular school-sponsored program or activity. Parents/guardians will be notified separately of programs and/or activities that require written permission.

Student's Name (Print: Last, First) _____

Address _____ City _____ Zip Code _____

Home Telephone _____ E-Mail Address _____

School _____ Grade _____ Teacher/Homeroom _____

Parent/Guardian Name (Print: Last, First) _____

Parent/Guardian Signature _____ Date _____

RETURN THE ENTIRE PAGE TO YOUR STUDENT'S SCHOOL

COMPLETE FOR HIGH SCHOOL STUDENTS ONLY

WITHDRAWAL OF CONSENT TO RELEASE STUDENT NAME, ADDRESS, AND TELEPHONE NUMBER (To be Completed by Parent/Guardian or Student 18 +)

A student's school may be requested to provide the names, addresses, and telephone numbers of high school students to military recruiters, colleges, prospective employers, and other third parties. As a parent/guardian (or student if you are 18 or older) you have the right to request that this contact information not be released.

Check the respective box(es) below if you do not want contact information released to a specific group listed. Once a box is checked, your written consent is required to release contact information to that group thereafter.

A. Do NOT disclose student name, address, and telephone number to the entities checked below without prior written permission:

- U.S. military (Air Force, Army, Marines, Navy, etc.), colleges and other educational institutions, and prospective employers *
- Colleges and other educational institutions
- Prospective employers
- Representatives of news media
- All third parties

B. Student Name (Print: Last, First): _____

Date of Birth _____ School _____ Grade _____

Parent/Guardian Name (Print: Last, First) _____

Parent/Guardian Signature: _____ Date: _____

Student Signature (if 18 or older): _____ Date: _____

If you do not return this form to your high school, it is assumed that you are authorizing the school to release the contact information when such requests occur.

* Federal law requires schools to provide military recruiters "the same access to secondary school students as is provided generally to postsecondary educational institutions or prospective employers." (10 U.S.C. § 503(c)(i).) Thus, the military has the right to receive the information if you release it to colleges or prospective employers.

RETURN THE ENTIRE PAGE TO YOUR STUDENT'S SCHOOL

Tentative Calendar Subject to Change Due to Budget Changes, Board Action and Collective Bargaining
FREMONT UNIFIED SCHOOL DISTRICT
INSTRUCTIONAL CALENDAR 2010-2011

○ School Not In Session ◇ Teacher Workday
 □ Legal/Board Recess ◇* Teacher Staff Development Day

First Day of School for Students – September 1, 2010

Last Day of School for Students – June 16, 2011

July 2010

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

August 2010

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

September 2010

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

October 2010

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

November 2010

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

December 2010

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

July 4 Independence Day
 July 5 Observe 4th of July

FIRST REGISTER MONTH

Sept. 1 - 24 Days Taught - 17
 Aug. 30 Staff Develop Day
 Aug. 31 Teacher Workday
 Sept. 1 First Day of School
 Sept. 6 Labor Day

SECOND REGISTER MONTH

Sept. 27 - Oct. 22
 Days Taught - 20

THIRD REGISTER MONTH

Oct. 25 - Nov. 19
 Days Taught - 19
 Nov. 2 End of 1st Quarter
 Days Taught - 44
 Nov. 11 Veterans Day
 Nov. 19 End of 1st Trimester
 Days Taught - 56
 Nov. 22-23 Teacher Workdays
 Nov. 22-26 Thanksgiving Break

FOURTH REGISTER MONTH

Nov. 22 - Dec. 17
 Days Taught - 15
 Dec. 20-31 Winter Break

January 2011

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

February 2011

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

March 2011

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

April 2011

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

May 2011

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

June 2011

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

FIFTH REGISTER MONTH

Jan. 3 - 28 Days Taught - 19
 Jan. 17 Martin Luther King Jr.
 Jan. 28 End of 2nd Quarter
 Days Taught - 46
 Jan. 28 End of 1st Semester
 Days Taught - 90

SIXTH REGISTER MONTH

Jan. 31 - Feb. 25
 Days Taught - 18
 Jan. 31 Start of 2nd Sem.
 Feb. 18 Staff Develop Day
 Feb. 21 Presidents' Day

SEVENTH REGISTER MONTH

Feb. 28 - Mar 25
 Days Taught - 20
 Mar. 11 End of 2nd Trimester
 Days Taught - 62

EIGHTH REGISTER MONTH

Mar. 28 - April 22
 Days Taught - 19
 April 8 End of 3rd Quarter
 Days Taught - 48
 April 22 Staff Develop Day
 April 25-29 Spring Break

NINTH REGISTER MONTH

April 25 - May 20
 Days Taught - 15

TENTH REGISTER MONTH

May 23 - June 16
 Days Taught - 18
 May 30 Memorial Day
 June 16 Last Day of School
 June 16 End of 2nd Semester
 Days Taught - 90
 June 16 End of 3rd Trimester
 Days Taught - 62
 June 16 End of 4th Quarter
 Days Taught - 42
 June 17 Teacher Workday

Total Days Taught - 180
 Total Teacher Workdays - 187

FREMONT UNIFIED SCHOOL DISTRICT

SCHOOLS	TELEPHONE		ADDRESS	ZIP
	Outside	Fax		
<u>ELEMENTARY</u>				
Ardenwood	794-0392	794-8261	33955 Emilia Lane	94555
Azevada	657-3900	657-2749	39450 Royal Palm Drive	94538
Blacow	656-5121	651-6933	40404 Sundale Drive	94538
Brier	657-5023	651-4367	39201 Sundale Drive	94538
Brookvale	797-5940	797-0151	3400 Nicolet Avenue	94536
Cabrillo	792-3232	792-0245	36700 San Pedro Drive	94536
Chadbourne	656-5923	656-6026	801 Plymouth Avenue	94539
Durham	657-7080	656-3092	40292 Leslie Street	94538
Forest Park	713-0141	713-7866	34400 Maybird Circle	94555
Glankler	651-1190	651-4201	39207 Sundale Drive	94538
Glenmoor	797-0740	797-0203	4620 Mattos Drive	94536
Gomes	656-3414	656-6817	555 Lemos Lane	94539
Green	656-6438	656-2833	42875 Gatewood Street	94538
Grimmer	656-1250	656-2804	43030 Newport Drive	94538
Hirsch	657-3537	657-9574	41399 Chapel Way	94538
Leitch (K-2)	657-6100	659-9298	47100 Fernald Street	94539
Maloney	797-4426	797-1972	38700 Logan Drive	94536
Mattos	793-1359	793-8642	37944 Farwell Drive	94536
Millard	657-0344	657-8720	5200 Valpey Park Drive	94538
Mission San Jose	656-1200	651-4211	43545 Bryant Street	94539
Mission Valley	656-2000	226-7056	41700 Denise Street	94539
Niles	793-1141	793-3742	37141 Second Street	94536
Oliveira	797-1135	797-0861	4180 Alder Avenue	94536
Parkmont	793-7492	793-1476	2601 Parkside Drive	94536
Patterson	793-0420	793-6581	35521 Cabrillo Drive	94536
Vallejo Mill	793-1441	793-0564	38569 Canyon Heights Drive	94536
Warm Springs (3-6)	656-1611	656-7682	47370 Warm Springs Boulevard	94539
Warwick	793-8660	793-6041	3375 Warwick Road	94555
Weibel	651-6958	651-6653	45135 So. Grimmer Boulevard	94539
<u>JUNIOR HIGH SCHOOLS</u>				
Centerville	797-2072	794-7588	37720 Fremont Boulevard	94536
Hopkins	656-3500	656-3731	600 Driscoll Road	94539
Horner	656-4000	656-2793	41365 Chapel Way	94538
Thornton	793-9090	793-9756	4357 Thornton Avenue	94536
Walters	656-7211	656-4056	39600 Logan Drive	94538
Opportunity	657-7116	657-0733	4455 Seneca Park Avenue	94538
<u>HIGH SCHOOLS</u>				
American	796-1776	791-5331	36300 Fremont Boulevard	94536
Irvington	656-5711	623-9805	41800 Blacow Road	94538
Kennedy	657-4070	438-9287	39999 Blacow Road	94538
Mission San Jose	657-3600	657-2302	41717 Palm Avenue	94539
Robertson	657-9155	657-5535	4455 Seneca Park Avenue	94538
Washington	505-7300	794-8437	38442 Fremont Boulevard	94536
<u>ALTERNATIVE PROGRAMS</u>				
Adult School	793-6465	793-2271	4700 Calaveras Avenue	94538
Native American	252-0575	252-0576	41800 Blacow Road	94538
R.O.P.	657-1865	438-0378	5019 Stevenson Blvd.	94538
State Preschool	659-2579	659-2532	4210 Technology Drive	94538
Vista Alternative	657-7028	657-0733	4455 Seneca Park Avenue	94538
Teen Parent/CAL-SAFE	657-9155	657-5535	4455 Seneca Park Avenue	94538
Course Program	657-7434	657-0733	4455 Seneca Park Avenue	94538
Circle of Independent Learning	797-0100	797-0118	4700 Calaveras Avenue	94538

FUSD DISTRICT OFFICES: (510) 657-2350

FUSD Website: www.fremont.k12.ca.us