



Parents/Guardians and Students

***Rights and Responsibilities  
and Student Behavior  
Standards***

**2022-2023**



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## Annual Notifications

### Parents Rights and Responsibilities: 2022-2023

#### Administration

David W. Gordon, County Superintendent of Schools

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Darrien Johnson, Chief Administrator, Human Resources

### Superintendent's Message:

Dear Student, Parent(s)/Guardian(s):

I am pleased to welcome you to the 2022-2023 school year. California *Education Code* section 48980, requires the Sacramento County Office of Education (SCOE) to provide annual notice to parents/guardians of certain rights and responsibilities. The parent/guardian is required to acknowledge receipt of this notice by signing and returning the provided receipt to the school or SCOE program. As a parent/guardian, you are invited to request additional information regarding SCOE policies related to these activities or programs from the office of your student's school of attendance or by contacting the Administration Department at 916-228-2409. Information in this document may also be accessed by clicking on "SCOE Parent Rights & Responsibilities and Student Behavior Standards" on the "Families/Family Rights" page of SCOE's website: [www.scoe.net/families/rights/](http://www.scoe.net/families/rights/).

In addition to returning the receipt of these annual notifications, we also ask you to please sign and return the directory information form concerning student directory information if you do not wish information about your student to be released. SCOE makes student directory information available in accordance with state and federal laws. This means that each student's name, birthday, address, telephone number, photograph, major course of study, participation in school activities, dates of attendance, degrees, awards, and the previous school attendance may be released to agencies such as the local Parent Club, or the military services (high school seniors). If you do not wish this information released, please sign and return the form provided for this purpose to the school or county office program. (*Education Code*, § 49073), pages 72- 73 of this handbook.

We maintain high expectations for proper student behavior on our school campuses and program sites. Additionally, SCOE is committed to continually improving instruction and providing a safe and healthy environment for students. Our schools and programs are entrusted with challenging our students to recognize their highest potential. The support and involvement of parents/guardians in the 2022-2023 school year will remain critical as we continue to focus on student achievement. SCOE and the Sacramento County Board of Education (Board) recognize that parents/guardians are their student's first and most influential teachers and that continued

parental/guardian involvement in the education of children contributes greatly to student achievement and a positive school environment. (See Appendix Q-BP 6120-Parent Involvement.)

Your acknowledgment of receipt of this notice does not indicate your consent for your student to participate or not to participate in any activity or program listed. In conclusion, please read this notification carefully, and return the appropriate signed forms to your student's school or SCOE program as soon as possible.

## **Mandated Notifications**

### **Non-Discrimination/Harassment and Uniform Complaint Procedure**

*EC=Education Code*

#### **Non-Discrimination, Harassment, Intimidation, and Bullying**

The Sacramento County Office of Education (SCOE) prohibits discrimination, harassment, intimidation and bullying on the basis of actual or perceived characteristics including: physical or mental disability, genetic information, gender, gender identity, gender expression, nationality, immigration status, race or ethnicity, color, ancestry, age, marital or parental status, religion, sex, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics, in any SCOE program or activity, which is funded directly by, or that receives or benefits from any state financial assistance, including in its educational programs, activities, or employment policies, as required by state and federal law. (See, e.g., Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; EC §§ 200, 220; Government Code § 11135.) Inquiries regarding compliance with applicable state and federal anti-discrimination statutes may be directed to Title IX Coordinator/Compliance Officer (Compliance Officer), 10474 Mather Blvd., PO Box 269003, Sacramento CA 95826, 916- 228-2201, or the Director of the Office of Civil Rights, Department of Education, Washington, D.C. The lack of English language skills will not be a barrier to the admission and participation in SCOE programs. (P.L. 92-318; 34 CFR 106.9)

#### **Educational Equity Regardless of Immigration Status, Citizenship, or Religion**

Children have a right to a free public education, regardless of immigration status, citizenship status, or religious beliefs. When enrolling a child, schools must accept a variety of documents from the student's parent to demonstrate proof of child's age or residency. No information about citizenship/immigration status or Social Security number is required to enroll in school. Parents have the option to provide a school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for a minor student in the event the parent is detained or deported. Parents have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for a minor student. Students have the right to report a hate crime or file a complaint to SCOE if they are discriminated against, harassed, intimidated, or bullied on the basis of actual or perceived nationality, ethnicity, or immigration status. The California Attorney General's website provides "Know your Rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant/rights>. (EC § 234.7)

#### **Sexual Harassment**

Alleged pupil sexual harassment in violation of SCOE policy, federal and state law will be handled pursuant to SCOE's Sexual Harassment Policy.(BP 5145.37; EC §§ 212.5, 231.5, 48980(g))

#### **Pregnant and Parenting Pupils**

SCOE may not exclude nor deny any pupil from any educational program or activity on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, and shall treat these conditions in the same manner and under the same policies as



any other temporary disabling condition. A pregnant or parenting pupil is entitled to 8 weeks of parental leave, or additional leave if deemed medically necessary by the pupil's physician. During parental leave, absences shall be excused and the pupil shall not be required to complete academic work or other school requirements. After return from parental leave, a pupil may resume the course of study in which he/she was previously enrolled, is entitled to make up work missed, and to take a fifth year of high school instruction if necessary to complete graduation requirements. A pupil may elect to attend an alternative education option instead of returning to the school in which he or she was enrolled prior to parental leave. Schools shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A pupil shall not incur an academic penalty as a result of his or her use of these accommodations. (EC §§ 221.51, 222, 222.5, 46015.)

### Uniform Complaint Procedure

The Sacramento County Board of Education has adopted a Uniform Complaint Procedure (UCP). SCOE shall follow the UCP when addressing complaints alleging unlawful discrimination, harassment (including sexual harassment claims not otherwise governed by Title IX), intimidation, and bullying; failure to comply with specified state or federal laws governing educational programs, adult education, migrant education, child care, and development programs vocational education, education of pupils in foster care and pupils who are homeless, and safety planning requirements; failure to comply with Local Control and Accountability Plan requirements; and for unlawfully charging pupil fees. A copy of SCOE's Board Policy, Administrative Rules and Regulations, and an annual UCP notification handout is included in this packet of information (See Appendix M, BP 1312.3). Inquiries may be directed to: Compliance Officer, 10474 Mather Blvd., P.O. Box 269003, Sacramento CA 95826-9003, 916-228-2201

## Instructional Programs

### Residence based on Parent's Employment

Under certain conditions, a pupil may be deemed to have complied with the residency requirement for school district attendance in the district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that district for a minimum of 10 hours during the school week. If a pupil is deemed to comply with residency requirements based on a parent's/guardian's employment in a district, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12<sup>th</sup> grade, subject to certain conditions. Contact the school district in which the parent(s)/guardian(s) is employed for further information. (EC § 48204(b))

### Statutory and Local Attendance Options

The law allows two or more districts to enter into an agreement for a period of up to five years for the transfer of one or more students. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law also provides for the following:

1. If either district denies a transfer request, a parent/guardian may appeal that decision to the County Board of Education. There are specified timelines in the law for filing an appeal and for the County Board of Education to make a decision.
2. No district is required to provide transportation to a student who transfers into the district. (EC §§ 46600-46601)

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

PPRA affords parents/guardians certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

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

Political affiliations or beliefs of the pupil or pupil's parents/guardians;

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

2. Receive notice and an opportunity to opt a pupil out of:

1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use –
1. Protected information surveys of pupils;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a pupil who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school or county office. (20 U.S.C. § 1232h.) Parents/guardians who believe their rights have been violated under this section may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, D.C. 20202-5901

SCOE will notify parents/guardians of surveys in advance of their occurrence.

## Every Student Succeeds Act

Under the ESSA, parents have the following rights which may be subject to change as regulations and state law are modified to comply with ESSA:

*Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:* Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

*Limited English Proficient Students:* The Act requires prior notice be given to parents of English learners regarding limited English proficiency programs, including the reasons for the identification of the student as an English learner, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance,

parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for English learners.

The information provided above is available upon request from your child's school. Additional notices that may be required under the Every Student Succeeds Act shall be sent separately. (20 U.S.C. §§ 6301, et seq.)

### Excuse from Comprehensive Sexual Health Education, HIV Prevention Education, and Related Assessments

Parents/guardians have the right to excuse their children from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education. You are hereby notified that: 1) Written and audio-visual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection; 2) Comprehensive sexual health education or HIV prevention education will be taught by SCOE personnel and/or by outside consultants. If arrangement for the instruction is made after the beginning of the school year, you will be notified no fewer than 14 days prior to the commencement of any such instruction if the training is provided by an outside consultant or during an assembly. The notice will include the date of instruction, the name of the organization or affiliation of each guest speaker, and information stating that the parent/guardian has the right to request a copy of the law pertaining to such instruction. You have a right to request a copy of the California Healthy Youth Act (commencing with *Education Code* § 51930); and you may request in writing that your child not receive comprehensive sexual health education or HIV prevention education. (See page 72.) SCOE may administer anonymous, voluntary and confidential tests, questionnaires, and surveys to pupils in grades 7-12 containing age-appropriate questions about pupils' attitudes or practices related to sex. You will be notified in writing that any such test, questionnaire or survey is to be administered, and you will be given the opportunity to review the test, questionnaire or survey and request in writing that your child not participate. (EC § 51938)

### Pupils with Exceptional Needs

Pupils with exceptional needs, as defined by EC § 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact your school principal or the Sacramento County Office of Education at (916) 228-2751. Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment. The county office has policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents/guardians or others who have questions or concerns regarding the Section 504 policy may contact the school or the county office.

### Notice of Alternative Schools

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

1. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
2. Recognize that the best learning takes place when the student learns because of their desire to learn.
3. Maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests. These interests may be conceived by them totally and independently or may result in whole or in part from a presentation by their teachers of choices of learning projects.
4. 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.
5. Maximize the opportunity for the 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.

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

#### Minimum Days and Staff Development Days

Schedules are available at the various program sites operated by SCOE. A copy will be provided to you at the time of your student's enrollment or first day of instruction for the current program year, but not less than one month prior to such minimum day or pupil-free staff development day. (EC § 48980(c))

#### Participation in State Assessments and Option to Request Exemption

Pupils in applicable grade levels will participate in state assessments including the California Assessment of Student Performance and Progress (CAASPP) except as exempted by law. Each year, a parent/guardian may submit a written request to excuse his or her child from any or all parts of the CAASPP assessments for that school year. If the parent/guardian submits the exemption request after testing begins, any test(s) completed before the request is submitted will be scored; the results will be included in the pupil's records and reported to the parent/guardian. School district employees will not solicit or encourage any exemption request on behalf of a pupil or group of pupils. (EC § 60615, 5 CCR § 852)

#### Parent/Guardian Notification

A parent/guardian has the right to be notified concerning their child's classroom and standardized test performances; when their child has been identified as being at risk of retention; when their child is in danger of failing a class; and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures, and the person to contact should problems arise with their child. (EC §§ 48070.5, 51101(a)(5), (9), (12), (16), 60641) Please contact your school site for further information on any of these issues.

### Changing Scholarship Grades

When grades are given for any course of instruction taught, the grade given to each pupil shall be the grade determined by the teacher of the course, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence. A pupil's parent/guardian may file a written request with the school principal to correct any portion of their student's record which the parent or guardian alleges to be inaccurate. The parent/guardian may appeal the decision of the principal to the County Superintendent. (EC § 49070)

### Progress Reports

There shall be a conference with or a written report to the parent/guardian of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent/guardian to attend the conference, or respond to the written report, shall not preclude failing the pupil at the end of the grading period. (EC § 49067)

### Availability of Board Adopted Course of Study, K-12

The curriculum of every course offered by SCOE's schools is compiled annually in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a fee not to exceed the actual copying cost. (EC § 49091.14)

# Privacy and Information Rights

## Privacy Rights Regarding Student Records

As a public-school entity, SCOE is required by California state law to maintain records on students. The purpose of keeping such information is to provide the best possible conditions for students' education.

Please be informed that you have the right to inspect your student's records and to challenge the contents of the records. Written procedures for challenging student records are available from your school principal. If you desire to inspect or challenge records, please make an appointment during regular school hours.

## Pupil Records

Pupil records maintained by SCOE consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance records, and health records.

Pupil records are maintained at each school where the pupil is attending. The school principal or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices.

Except for directory information, pupil records are accessible only to parents or legal guardians, a pupil 16 years or older or having completed the 10th grade, a pupil aged 14 and over who is identified as both homeless and as an unaccompanied youth, individuals who have completed and signed a Caregiver's Authorization Affidavit, and other specified persons under circumstances prescribed by law. Requests to review or challenge the contents of the records should be directed to the school principal.

SCOE may also release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.

Up to two (2) copies of the pupil record may be obtained within five (5) days of request by the parent/guardian. Additional copies will be provided at a cost equal to the transcript fee for this type of information and 25 cents per page for additional information not included in the transcript.

Parents/guardians may contact the school to review a log listing those who have requested or received information from a pupil's file. When a student moves to a new school district, records will be forwarded upon request of the new district within 10 school days. At the time of transfer, the parent/guardian or an eligible student may challenge, review or receive a copy upon payment of a reasonable fee for the requested records. Parents/guardians may contact the school district or county office for any policy regarding the review and expungement of pupil records.

If you believe SCOE is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Pupil record destruction is completed according to California regulations. (EC §49063 et seq.,

§49069, §49073, 34 CFR 99.30, 34 CFR 99.34, 5 Cal. Code Regs. § 437, and the federal Family Educational Rights and Privacy Act)

### Educational Rights (Homeless)

Sacramento County Board of Education has adopted a policy prohibiting students from being stigmatized or segregated into a separate school or program based upon their homeless status. SCOE recognizes that they have a right to continue in the school of origin for the duration of homelessness or for the remainder of the year, even if the child becomes permanently housed. The policy includes that a designated SCOE liaison will resolve school selection or enrollment disputes through the Dispute Resolution Process.

### School Accountability Report Card (SARC)

The School Accountability Report Card provides parents/guardians and other interested members of the community a variety of information about the school, its resources, its successes, and the areas where it needs improvement. On or before February 1 of each year, an updated copy of the SARC for each SCOE operated school can be found on SCOE's website at [www.scoe.net/sarc](http://www.scoe.net/sarc). A hard copy will also be provided upon request to any student's parent/guardian. (EC § 35256)



# Attendance

## Excused Absences

As required by EC § 48980(i), the full text of EC § 48205 is provided to the parent/guardian:

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- A. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health. The state board shall update its illness verification regulations, as necessary, to account for including a pupil's absence for the benefit of the pupil's mental or behavioral health within the scope of this paragraph.
- B. Due to quarantine under the direction of a county or city health officer.
- C. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- D. For the purpose of attending the funeral services of a member of the pupil's immediate family, 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.
- E. For the purpose of jury duty in the manner provided for by law.
- F. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
- G. 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 the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
- H. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- I. For the purpose of spending time with a member of the pupil's immediate family who is an active-duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- J. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- K. For the purpose of participating in a cultural ceremony or event.
- L. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall

be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) For purposes of this section, the following definitions apply:
  1. "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.
  2. "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

## Health Services

### Immunization for Communicable Disease

SCOE is required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. SCOE must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. SCOE is authorized to administer immunizing agents to pupils whose parents have consented in writing to the administration of such immunizing agent. Effective January 1, 2016, all students entering kindergarten, advancing from sixth to seventh grade, or prior to first admission to SCOE, will be required to comply with the immunization requirements of Health and Safety Code section 120335, unless the student provides SCOE with a valid exemption from a licensed physician which must be on a standardized state form if issued after January 1, 2021 and must comply with the requirements set forth in Health and Safety Code section 120372. No new personal belief exemptions will be accepted. Students with personal-belief exemptions on file with SCOE as of January 1, 2016, shall be allowed to continue enrollment until entering the next grade span. Grade spans are defined as birth through preschool, K-6, including transitional kindergarten, and 7-12. Pupils are not required to have immunizations if they attend a home-based private or independent study program and do not receive classroom-based instruction. However, parents must provide immunization records for these students. Students qualified for an individualized education program may access special education and related services as required by his or her individualized educational program. Full immunization against Hepatitis B shall not be a condition of admittance to 7th grade. All students (current, new, and transfers) entering 7th through 12th grades must be immunized with a Pertussis (whooping cough) vaccine booster called Tdap. (EC §§ 48216, 49403; Health & Safety Code §§ 120325, 120335, 120370, 120375)

### Health Screening Examination

Before a child enters first grade, his or her parents/guardians must obtain a health screening for the child and complete the provided certificate or sign a waiver. The screening should take place before (within the prior 6 months) or during the kindergarten year. Parents/guardians are encouraged to obtain health screening simultaneously with required immunizations. Parents/guardians may inquire in the school office about free health screenings for low-income children provided under the Child Health and Disabilities Prevention Program. (Health & Safety Code §§ 124085, 124100, 124105)

### Physical Examinations

A parent/guardian may, by written statement filed annually, refuse to consent to the physical examination of his/her child; however, a child may be sent home if, for good reasons, he or she is believed to be suffering from a recognized contagious or infectious disease (EC § 49451). School children are examined for vision, hearing, and curvature of the spine at selected grade levels. By May 31 of the school year, pupils when first enrolled in public school are required to provide proof of an oral health assessment (conducted within 12 months prior to enrollment) by a licensed dentist or other licensed or registered dental health professional. (EC § 49452.8) Parents/guardians of 7th grade pupils must be provided information on type 2 diabetes as follows: 1) description of type 2 diabetes, 2) risk factors, 3) warning signs, 4) treatments, 5) prevention methods, 6) types of screening test available. It is recommended that students possibly suffering from type 2 diabetes or having warning signs be screened. (EC § 49452.7) Upon first enrollment in a California elementary school, and in grades 2, 5, and 8, a school nurse or other authorized

person shall appraise the child's vision, unless the parent/guardian presents a certificate from an authorized medical provider with the results of a vision assessment or a written religious objection with the principal. Appraisal in the year immediately following enrollment in grades 4 or 7 shall not be required. (EC § 49455.) Every female in grade 7 and male in grade 8 may be screened for scoliosis. (EC § 49452.5)

### Psychological Testing

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

### Pupil Medication

Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the authorized health care provider and a written statement by the parent/guardian indicating their desire to have the school assist in administering medication. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit a written statement of instruction from their authorized healthcare provider that includes a statement that the student is able to self-administer such medication, and a statement from the parent/guardian consenting to the self-administration, as well as a release. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. (EC §§ 49423, 49423.1)

### Continuing Medication

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

### Confidential Medical Services

Pupils enrolled in grades 7 through 12 may be excused from school-by-school authorities for the purpose of obtaining confidential medical services without the consent of the pupil's parent/guardian. (EC § 46010.1)

### Pupil Insurance

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

### Emergency Medical Care

All pupils must have an emergency information card filled out and signed by the parent/ guardian at the beginning of each school year. (EC § 49407)

### Students with Temporary Disabilities – Home/Hospital Instruction

Special individual instruction (as distinct from independent study) is available for students with temporary disabilities that make attendance at school impossible or inadvisable.

Parents/guardians should first contact the principal to determine service. (EC § 48206.3)

### School of Residence When Hospitalized

A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent/guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the district in which the hospital is located. (EC § 48207) Notification of temporary disability/residency of student is the sole responsibility of the parent/guardian. Upon notification that a student is temporarily disabled, within SCOE jurisdiction, SCOE will determine if the student is able to receive individualized instruction and when it may commence. (EC § 48208)

### Pupil Mental Health Services

A parent/guardian or pupil may contact a teacher or school administrator for help accessing mental health services for a pupil on the school campus, in the community, or both.

# Student Discipline

## Discipline Procedures

The Board of Education's adopted procedures governing student discipline are available in your child's school office upon request. (See Appendix H– BP 5720) These provisions include, but are not limited to: parent/guardian conferences, suspensions, removal from a SCOE program, and other educational alternatives. Special disciplinary procedures may apply to students with disabilities. (EC § 35291)

## Safety

### Child Abuse Reporting

Information on how to report suspected child abuse is available at the school site office. SCOE staff are required by law to report cases of child abuse and neglect whenever there is reasonable suspicion of abuse or neglect.

### Tobacco Free Schools

The use of all tobacco products and e-cigarettes is prohibited at any time throughout SCOE owned or leased buildings and grounds, on SCOE property, and in SCOE vehicles. (See Appendix B, BP 3513.3, Tobacco Free Facilities and Campuses)

### Drug Abuse and Prevention/Intervention

Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. SCOE sites seek to establish an atmosphere that will promote understanding of the use, abuse, and misuse of drugs, including alcohol, tobacco products, and electronic cigarettes.

### Registration Prior to Entering or Remaining on School Property

To provide protection and to safeguard students, teachers, employees, and school property, the public (except those persons exempted) is required to register in the school office prior to entering or remaining on the school premises during school hours. School hours have been defined as one hour before classes begin until one hour after classes end. Signs are posted at each school entrance indicating the location of the school office (place of registration) and penalties for failure to comply. Should you have any questions, you are invited to contact your school's office.

While on school grounds or on the premises of a support service facility, the public is requested to not create or participate in any activity which interferes with the educational program or service being conducted.

### Vandalism/Cooperation

All parents/guardians are asked to help prevent vandalism by impressing upon their child the seriousness of destroying school property. Citizens living near the schools are requested to report any acts of suspected vandalism to the school principal or to the proper authority.

### Personal Property

The Sacramento County Office of Education is not responsible for personal property. Students are discouraged from bringing non-instructional items to school such as iPods, skateboards, etc. Please refer to the Student Handbook and school rules.

## Lunch, Transportation, and Health Environment

### Free or Reduced Priced Meals

Free or reduced priced meals are available for eligible students. (EC § 49500, et seq.) In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

SCOE is an equal opportunity provider.

### Asbestos Management

SCOE has a current management plan for asbestos containing materials for all SCOE portables. The plan is available for inspection at the office of the superintendent during normal business hours. (40 C.F.R. § 763.93(g)(4); EC §§ 49410 et seq.)

### Pesticides

The name of all pesticide products expected to be applied at the school facilities during the upcoming year can be found in Appendix O, along with SCOE's integrated pest management plan. Persons wishing to be notified in advance of individual pesticide applications may register with the County Office of Education for that purpose. Contact Support Services at 916-228- 2268. (EC §§ 17611.5, 17612, 48980.3)



## Miscellaneous

### College Admission Requirements and Higher Education Information

See Appendix P for information related to higher education and college admission requirements (EC §§ 48980(l); 51229)

### Right to Refrain from Harmful Use of Animals

Students may choose to refrain from participating in educational projects involving the harmful or destructive use of animals. (EC §§ 32255 et seq., 48980(a).)

### Emergency Preparedness

Emergency Preparedness is addressed through the county office's comprehensive school safety plan which includes disaster procedures and plans, routines, emergency response measures, staff training programs, procedures for the use of public buildings, and notification procedures. A copy of the plan is available at the administrative offices. (EC § 32282)

### Electronic Notice

This notice booklet is available electronically at the SCOE website. You may opt to only receive an electronic version of the notice after signing and returning an acknowledgment of receipt.

### Sex Equity in Career Planning

Parents/guardians shall be notified in advance of career counseling and course selection commencing in Grade 7, to promote sex equity and allow parents/guardians to participate in counseling sessions and decisions. (EC §221.5(d))

### Pupil Fees

SCOE shall not charge pupils, their parents/ guardians any fees, deposits, or other charges for educational activities except as specifically authorized by law. A complaint of noncompliance with this prohibition may be filed in accordance with the Uniform Complaint Procedures. (EC § 49011.)

### Local Control and Accountability Plan (LCAP)

The Sacramento County Board of Education (Board) is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP is required to identify annual goals, specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the State. The priorities must be aligned to SCOE's spending plan.

Once the LCAP is adopted, the State Superintendent of Public Instruction will review to ensure alignment of projected spending toward goals and services.

The following are the State priorities:

1. Providing all students' access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;

2. Implementation of and student access to state academic content and performance standards;
3. Parent/guardian involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.
9. Coordinating instruction for expelled students; and
10. Coordinating services for foster children

SCOE is required to establish an advisory committee to provide advice to the Board and the superintendent regarding the LCAP. The advisory committee shall include parents/guardians of low-income students, English learner students, and foster youth.

SCOE is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents/guardians, and pupils in developing the LCAP.

SCOE must present the proposed plans to the advisory committee. The advisory committee can review and comment on the proposed plan. SCOE must respond in writing to the comments of the advisory committee. SCOE is also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

The Board must hold at least one public hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan, and then adopt (or annually update) the LCAP at a subsequent public hearing.

Any complaint of noncompliance with the LCAP process may be filed using SCOE's Uniform Complaint Procedures. (EC §§ 52060-52077)

### List of Websites and Applications used in 2022-23 that Collect Personal Information from Students

SCOE's programs use the following websites that may collect or disclose student data for educational purposes (e.g., web-based testing services, individualized education assistance, test preparation):

- Renaissance Learning Accelerated Reader and Math – Tests and quizzes to help students with reading and math
- Renaissance Learning Star Reading and Math – Utilized at El Centro's Intake Center to assess students
- Bridges
- OdysseyWare
- Aztec Learning
- PowerSchool
- SEIS
- California Assessment of Student Performance and Progress (CASPP)
- McGraw Hill ConnectEd

- Pearson Math
- Read 180
- School Messenger
- 1000 Strong
- Unique
- Edgenuity
- Google Workspace for Education
- Microsoft Office 365

**\*\*\*PLEASE NOTE\*\*\***

Over the course of a school year, some information in this Annual Notification may change. Please read your school notices or if you have any questions, please contact your school office.

## STUDENT/PARENT/GUARDIAN NOTICE RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires the Sacramento County Office of Education (SCOE), with certain exceptions, obtain a parent's/guardian's written consent prior to the disclosure of personally identifiable information from your student's education records. However, SCOE may disclose appropriately designated "directory information" without written consent, unless you have advised SCOE to the contrary in accordance with SCOE's procedures. The primary purpose of directory information is to allow SCOE to include this type of information from your student's education records in certain school and/or SCOE publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.
- brochures or Power Point Presentations/Reports
- Sacramento County Board of Education Meeting Minutes (e.g., names of graduates)

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local assistance agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), such as SCOE, to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do **not** want SCOE to disclose directory information from your student's education records without your prior written consent, please notify the school principal in writing within 30 days of receipt of this handbook. A form for that purpose is included at the end of this document. SCOE has designated the following information as directory information:

1. Name
2. Photograph
3. Mailing address & Email address
4. Telephone number
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

## FORMS

### Form 1 – Non-*Williams* Complaint Form

[https://www.scoe.net/media/pobpk01n/non\\_Williams\\_uniform\\_complaint.pdf](https://www.scoe.net/media/pobpk01n/non_Williams_uniform_complaint.pdf)

The Non-*Williams* Complaint Form is to be used for issues that are not specified in the *Williams* Complaint Procedures.

Specific Issue(s) for *Williams* Complaint Form:

- Textbooks and Instructional Materials (EC 35186; 5 CCR 4681)
- Teacher Vacancy or Misassignment (EC 35186; 5 CCR 4681)
- Facility Conditions (EC 17592.72, 35186; 5 CCR 4683)

### Form 2 – *Williams* Complaint Procedure Form

[https://www.scoe.net/media/4whf1mvi/Williams\\_complaint.pdf](https://www.scoe.net/media/4whf1mvi/Williams_complaint.pdf)

*Education Code* section 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide contact information. You need not use this form to file a complaint, so long as the complaint is submitted in writing.

Only the following issues may be the subject of this *Williams* Complaint process. If you wish to file a complaint about an issue not specified below, please use the Non-*Williams* Complaint Form.

Specific Issue(s) for *Williams* Complaint Form:

- Textbooks and Instructional Materials (EC 35186; 5 CCR 4681)
- Teacher Vacancy or Misassignment (EC 35186; 5 CCR 4681)
- Facility Conditions (EC 17592.72, 35186; 5 CCR 4683)

### Form 3 – Receipt of Annual Notification Form

[https://www.scoe.net/media/xr5jspbr/receipt\\_of\\_annual\\_notification.pdf](https://www.scoe.net/media/xr5jspbr/receipt_of_annual_notification.pdf)

Student/Parent/Guardian Acknowledgement Receipt of Annual Notification Form. Please sign and return to your Sacramento County Office of Education school staff representative to be filed in the student's file.

## Form 4 – Advanced Notification of Individual Pesticide Applications Form

[https://www.scoe.net/media/zpjpwmw5w/pesticide\\_notification\\_request.pdf](https://www.scoe.net/media/zpjpwmw5w/pesticide_notification_request.pdf)

If you would like to be notified about individual pesticide applications at least 72 hours before application, please fill out the Advanced Notification of Individual Pesticide Applications Form and return to your student's teacher.

## Form 5 – Directory Information Opt-Out Form

[https://www.scoe.net/media/1bic4020/directory\\_information\\_opt\\_out.pdf](https://www.scoe.net/media/1bic4020/directory_information_opt_out.pdf)

If you do not wish to have directory information about your son or daughter released without your prior approval, please complete the Directory Information Opt Out Form, and return it to your son or daughter's principal within 30 days of receipt.

## Form 6 – Cal-Grant Opt-Out Form

[https://www.scoe.net/media/vbjnatzh/cal-grant\\_opt\\_out.pdf](https://www.scoe.net/media/vbjnatzh/cal-grant_opt_out.pdf)

A Cal Grant pays for tuition, room and board, books and other supplies for California colleges. Cal Grant gives funds to every eligible senior student who meets the Cal Grant requirements. For more information, including other deadlines related to application requirements, visit: <http://www.csac.ca.gov>.

Unless a student or parent opts-out during their 11th grade academic year, Sacramento County Office of Education (SCOE) will submit a Cal Grant high school grade point average (GPA) for every SCOE senior in the following academic year to the California Student Aid Commission so he/she may be considered for a Cal Grant award.

If you are 1) a parent of a minor student in their 11th grade academic year and do not want your student's GPA submitted electronically during their 12th grade academic year, or 2) a student over 18 in your 11th grade academic year and you do not want your GPA submitted during your 12th grade academic year, complete the opt-out information below and return this completed form to your high school office by **January 31, 2023**.

No later than October 1, 2023, SCOE will submit GPAs to the California Student Aid Commission for all twelfth-grade students who do not opt out.

## **Form 7 – Request for Non-Participation Sex Education Form**

[https://www.scoe.net/media/htamwfr/sex\\_ed\\_opt\\_out.pdf](https://www.scoe.net/media/htamwfr/sex_ed_opt_out.pdf)

If you do not wish to have your student participate in comprehensive sexual health, HIV prevention education, or related assessments please complete the Request for Non-Participation Sex Education Form and return it to your student's school.

**Appendix A – Pupil Fees, BP 3260**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C3S7C603FB02>

**Appendix B – Tobacco Free Facilities and Campuses, BP 3513.3**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C4Z2LD02B0F8>

**Appendix C – Prohibition on Bullying, BP 5131.2**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C53VH280AE55>

**Appendix D – Authorization to Administer Prescription Medication and Medicinal Cannabis, BP 5142**

*(currently undergoing Board review)*

**Appendix E – Concurrent Enrollment in Post-Secondary Institutions, ARR 6172.1**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C5MUEG7BB2C9>

**Appendix F – Non-Discrimination/Harassment and Participation of Transgender Pupils in Academic and Educational Programs and Activities, BP 5145.3**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C54UBK7B3C98>

**Appendix G – Non-Discrimination/Harassment of Transgender Pupils in Academic and Educational Programs and Activities, ARR 5145.3**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C55LRE57778D>

**Appendix H – Prohibition on Sexual Harassment, BP 5145.7**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C55N665E59FE>



**Appendix I – Prohibition on Sexual Harassment, ARR 5145.7**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C55PBW609DA7>

**Appendix J – Supporting Professional Adult/Student Boundaries, SP 1010**

[https://www.scoe.net/media/eazhzpla/appendix\\_j\\_boundaries.pdf](https://www.scoe.net/media/eazhzpla/appendix_j_boundaries.pdf)

**Appendix K – Pupil Behavior Intervention and Discipline, BP 5720**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C55QTZ6AEE28>

**Appendix L – Annual Notification of the Uniform Complaint Procedures (UCP) 2022-2023**

[https://www.scoe.net/media/ttip4fe4/appendix\\_l\\_ucp.pdf](https://www.scoe.net/media/ttip4fe4/appendix_l_ucp.pdf)

**Appendix M – Uniform Complaint Procedures, BP 1312.3**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C4XMYV5D94CC>

**Appendix N – Uniform Complaint Procedures, ARR 1312.3**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C4XVYG82E6F8>

**Appendix O - *Williams* Uniform Complaint Procedures Notice To SCOE Parents/Guardians, Pupils, And Teachers: Complaint Rights, ARR 1312.4 Attachment 1**

[https://go.boarddocs.com/ca/scoe/Board.nsf/files/C622WC0424F7/\\$file/ARR%201312.4%20\(Attachment%201\)%2007.01.13%20ACCESS\\_FINAL.pdf](https://go.boarddocs.com/ca/scoe/Board.nsf/files/C622WC0424F7/$file/ARR%201312.4%20(Attachment%201)%2007.01.13%20ACCESS_FINAL.pdf)

**Appendix P – *Williams* Uniform Complaint Procedures, ARR 1312.4**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C4YP7D63386C>

**Appendix Q – Annual Notification of Pesticide Use**

[https://www.scoe.net/media/t4vnzqce/appendix\\_q\\_pesticides.pdf](https://www.scoe.net/media/t4vnzqce/appendix_q_pesticides.pdf)

## **Appendix R – SCOE Integrated Pest Management Plan (IPM)**

[https://www.scoe.net/media/qlmrzbu/appendix\\_r\\_pest\\_plan.pdf](https://www.scoe.net/media/qlmrzbu/appendix_r_pest_plan.pdf)

## **Appendix S – Guidance Counseling/College Admission Requirements/ Career Technical Education**

[https://www.scoe.net/media/lc0h5er1/appendix\\_s\\_cte.pdf](https://www.scoe.net/media/lc0h5er1/appendix_s_cte.pdf)

## **Appendix T – Parent Involvement, BP 6120**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C5L45Z7B189B>

## **Appendix U – Title I Programs, BP 6120.1 & ARR 6120.1**

BP 6120.1 –

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C5KUHD7C1FBD>

ARR 6120.1 -

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C5MQWJ6B4D93>

## **Appendix V – Title I Parental Involvement, BP 6120.2 & ARR 6120.2**

BP 6120.2 –

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C5MQCC670648>

ARR 6120.2 –

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C5MRBD6CDDAD>

## **Appendix W – Graduation Requirements, ARR 6146.1**

<http://go.boarddocs.com/ca/scoe/Board.nsf/goto?open&id=C5BW2J835347>

## **Appendix X – Safe Storage of Firearms Memorandum**

[https://www.scoe.net/media/z5hpmji0/appendix\\_x\\_firearms.pdf](https://www.scoe.net/media/z5hpmji0/appendix_x_firearms.pdf)