



San Diego Unified
SCHOOL DISTRICT

Facts for Parents



2024-2025

Important Annual Updates and
Required Universal Form

Important Dates for the 2024-2025 School Year

Dates in 2024-2025 are subject to change. Parents/guardians will be notified by their child’s school about minimum days and pupil-free Staff Development days.

TRADITIONAL SCHOOL YEAR

| | |
|------------------------------------|--|
| August 12 | First Day of School for Students |
| September 2 | * Holiday: Labor Day |
| October 4 | * No School (Non-Instructional Day) |
| November 11 | * Holiday: Veterans Day Observance |
| November 25-29 | * Thanksgiving Break |
| December 23—January 6 | * Winter Break |
| January 7 | School Resumes |
| January 20 | * Holiday: Martin Luther King Jr. Day |
| February 14, 17 | * Holiday: Presidents Day |
| March 7 | *No School (Non-Instructional Day) |
| March 31-April 4 | * Spring Break |
| April 7 | School Resumes |
| May 26 | * Holiday: Memorial Day |
| May 29 | Last Day of School |

* NO SCHOOL

Key Contacts

Department Directory: www.sandiegounified.org/departments

Board Policy (BP), Administrative Regulation (AR) and Administrative Procedures (AP): https://sandiegounified.org/about/policies_procedures

FOR PARENTS/GUARDIANS

| | |
|---|--------------|
| Family and Community Engagement | 619-293-4431 |
| Food and Nutrition Services | 858-987-5377 |
| Neighborhood Schools and Enrollment Options | 619-260-2410 |
| Nursing & Wellness | 619-725-5501 |
| PrimeTime Extended Day Program..... | 858-503-1870 |
| The Office of Investigations, Compliance and Accountability (ICA) | 619-725-7211 |
| School Police (24 hours)..... | 619-291-7678 |
| Special Educational Equity | 619-725-7700 |
| Title IX Educational Equity | 619-725-7225 |
| Transportation | 858-496-8460 |

OTHER OFFICES

| | |
|------------------------------------|--------------|
| Board of Education | 619-725-5550 |
| Office of the Superintendent | 619-725-5506 |

GENERAL INFORMATION

| | |
|------------------------------------|--------------|
| District Directory Assistance..... | 619-725-8000 |
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San Diego Unified School District
 Eugene Brucker Education Center
 4100 Normal Street
 San Diego, CA 92103

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

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A. Welcome Parents and Guardians



“We remain committed to supporting the whole child, with social-emotional supports and standards-based academics, as well as extended learning opportunities, visual and performing arts, and athletic programs.”

—Superintendent Lamont Jackson



Welcome to the 2024-25 school year. The start of a school year is an exciting time for students, families and staff, one that is filled with new beginnings and opportunities. We want you to know that you belong in San Diego Unified. Every student deserves to thrive, in school and in our community. We do this by centering our work around student outcomes, with a focus on equity to ensure all students are prepared for the college or career of their choice.

We appreciate the trust you have placed in us to love, care for, and educate your students. We remain committed to supporting the whole child, with social-emotional supports and standards-based academics, as well as extended learning opportunities, visual and performing arts, and athletic programs.

Please read this Facts for Parents handbook and keep it as a reference throughout the year. You can also find important information on the district website, sandiegounified.org, including details about our schools, various programs, community initiatives, policies and procedures, and extensive resources for parents and students.

Thank you again for choosing San Diego Unified. We are honored to serve all students and families as we continue the educational journey together. As I live by the spirit of Ubuntu – I am because we are. I am here, because of all of you.

With much love,

Lamont Jackson, Ph.D.
Superintendent

B. Parent/Guardian Rights and Responsibilities

Family Involvement

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

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

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

Statewide Testing

- **Smarter Balanced Assessments (SBA):** The English language arts/literacy (ELA) and Mathematics assessment consist of a Computer Adaptive Test and Performance Tasks aligned with the Common Core State Standards (CCSS). ELA and Math tests are administered in grades 3-8, and grade 11 to measure whether a student is on track to college and career readiness. In grade 11, results from the ELA and math assessments can be used as an indicator of college readiness. To qualify for the CA State Seal of Biliteracy, students must take the Smarter Balanced assessment for ELA.
- **California Science Test (CAST):** The CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades 5 and 8, and once in high school. The computer-based CAST replaces the California Standards Tests (CST) for Science.
- **California Alternate Assessments (CAA):** The CAAs for ELA and Math are multistage, adaptive assessments administered to students with the most significant cognitive disabilities in grades 3-8 and grade 11. Test items are aligned with the CCSS and are based on the Core Content Connectors. The CAA for Science consists of embedded Performance Tasks which are administered in grades 5 and 8, and once in high school.

- **California Spanish Assessment (CSA):** The CSA assesses a student’s skill in reading, writing mechanics, and listening using the Common Core State Standards en Español. The purpose of the CSA is to measure a student’s competency in Spanish language arts in grades 3-8, and high school to provide student-level data in Spanish competency and to provide high school students with a measure suitable to be used, in part, for the State Seal of Biliteracy.

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

English Language Proficiency Assessments for California (ELPAC)

The ELPAC is the test used to measure how well students in universal kindergarten (K) through grade 12 and the TRACE program understand English when it is not their primary language. Information from the ELPAC helps the teacher provide support in listening, speaking, reading, and writing.

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

Physical Fitness Test (PFT)

For California students, the PFT is the Fitness-Gram and is given to students in grades 5, 7, and 9. The main goal of the test is to help students develop lifelong habits of regular physical activity.

For complete testing information, visit <https://sandiegounified.org/academics/testing>

School Selection

Parents/guardians have the right to request that their child be enrolled in any school in the district. The district is not required to grant that request if the school is not the child’s neighborhood school.

To request a transfer, contact the Neighborhood Schools and Enrollment Options Office at 619-260-2410 or visit sandiegounified.org/departments/neighborhood_schools_and_enrollment_options

Safe School Environment

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

Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides

Parents/guardians have the right to request

information regarding the professional qualifications of their student’s teacher(s), paraprofessional(s), and aide(s). This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects taught; whether the teacher is teaching under an emergency permit or other provisional status; the teacher’s college major; whether the teacher has advanced degrees and the subject(s) of those degrees; and whether any instructional aides or paraprofessionals provide services to your child and their qualifications. The district will also notify parents/guardians if their child has been assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. **AP 7210, AP 7442**

Curriculum Materials

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

Student Academic Progress

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

Retention

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

Student Records

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

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

Standards

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

School Rules

Parents/guardians have the right to receive written notification of school rules, attendance policies,

dress codes and procedures for school visitations.

Psychological Test

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

Immigration and Citizenship

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

If a school becomes aware that a student’s parent/guardian is not available to care for the student, the school will exhaust any parental/guardian instructions relating to the student’s care provided in emergency contact information. **BP/AR 5145 .13**

Children of Military Families

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

When a child of a military family is transferring out of the district, the district will provide parents/guardians with a complete set of the student’s records or an unofficial or “hand-carried” record.

Upon request from the new district, a copy of the student’s record will be provided to the new district within 10 days. **BP/AR 6173 .2**

Councils and Committees

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

Pupil Fees

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

A pupil fee includes, but is not limited to, the following: Registering for school or classes, or as a condition for participation in a class or an extra-curricular activity, regardless of whether the class or activity is elective or compulsory, or for credit; a security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment; a purchase required

to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

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

Mutually Supportive and Respectful Partnership

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

This policy includes, but is not limited to:

- How parents/guardians and the school will help students achieve academic and other standards
- How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students
- What parents/guardians can do to support the learning environment, including but not limited to monitoring school attendance and homework completion, encouraging participation in extracurricular activities, participating in activities at home that support classroom activities, volunteering at school, and participating in decision-making processes at school.

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

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

Parent Concerns and Inquiries

Office of Investigation, Compliance & Accountability (ICA) handles parent/guardian inquiries, concerns, and formal complaints in a timely manner and in accordance with relevant district policies and procedures. Parents/guardians can contact ICA for assistance resolving complaints that have not been resolved at the school ICA protocols and processes are posted on www.sandiegounified.org/academics/investigations_compliance_accountability For assistance, contact ICA at 619-725-7211 or ICA@sandi.net

Course of Study, UTK-12

The California Ed Code requires that “The govern-

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

Graduation and Post-Secondary Planning: During grades 7–12, each student will participate in an annual process to select their courses for the following school year. School counselors will inform students of graduation requirements, Career Technical Education (CTE) courses, college admissions requirements and other post-secondary options for students in accordance with state law. To graduate from a district high school, a student must complete “a-g” coursework, additional state-required subject coursework, a minimum of 44 credits, and a minimum Weighted Grade Point Average (WGPA) of 2.00 in grades 9–12. For detailed information on the district’s graduation requirements, visit www.sandiegounified.org/graduation

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

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

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

Unsafe Schools Choice Option

Parents/guardians of students who attend schools identified as persistently dangerous will be notified of the opportunity to transfer schools 14 days before the start of the school year. Parents/guardians of a student who becomes a victim of a violent crime while on school grounds have the right to submit a transfer to attend another school within the district. The district considers the specific circumstances on a case-by-case basis and contacts local law enforcement agencies as appropriate. Requests can

be submitted at the child’s school or by contacting the Neighborhood Schools and Enrollment Options at 619-260-2410 or eoption@sandi.net

Interdistrict Transfer (Interdistrict Attendance Permit)

Formal agreements between San Diego Unified and other San Diego County school districts allow for the transfer of students between districts for specific reasons. An Interdistrict Attendance Permit application must be submitted to facilitate this process. Specific reasons to transfer and an application form are online at www.sandiegounified.org/departments/neighborhood_schools_and_enrollment_options or by contacting 619-260-2410 or iap@sandi.net BP/AR 5117

Alternative Schools Notice

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

- Maximize the opportunity for students to develop positive values of self-reliance, initiative, kindness, courage, spontaneity, resourcefulness, creativity, responsibility, and joy
- Recognize that the best learning takes place when a student learns because of a desire to learn
- Maintain a learning situation that maximizes a

student’s self-motivation and encourages the student to follow their own interests. These interests may be conceived by the student totally and independently or may result from a presentation by teachers of learning project choices

- Maximize the opportunity for teachers, parents/guardians, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- Maximize the opportunity for students, teachers, and parents/guardians to continuously react to the changing world, including but not limited to, the community in which the school is located.

Storage of Firearms

California law requires all parents/guardians to keep firearms out of the hands of children. There have been numerous incidents of children bringing firearms to school, sometimes resulting in injury and death. These incidents could have been prevented by storing firearms in a safe and secure manner, keeping them locked up when not in use and storing them separately from ammunition.

With very limited exceptions, California law makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child’s parent/guardian, and the child obtains access to the firearm and thereby

(1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or UTK-12 school, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others. Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

Parents/guardians are encouraged to file a Gun Violence Restraining Order (GVRO) to remove firearms from individuals who present a serious risk of harm to themselves or others. A GVRO is a powerful tool in preventing domestic violence homicide, suicide, and violence in workplaces and on school campuses.

It is also a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child could gain access to it without the permission of the parent/guardian. Gun owners are required to report lost or stolen firearms to law enforcement within five days.

A gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years. A parent/guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person’s child or ward. For more information, visit https://www.sandiegounified.org/academics/gun_violence_prevention

staff member. At each school, the principal or principal’s designee is responsible for receiving and promptly investigating complaints alleging violations of this policy.

Any form of retaliation in response to a report of such acts is prohibited. Complete information is available at https://sandiegounified.org/about/anti_bullying/anti_bullying_and_intimidation BP/AR 5131 .2

How to File a Bullying Report or Complaint

Students and parents/guardians should report any act of bullying to a responsible school official, such as the school principal, vice principal, counselor, or teacher. The report may also be submitted online at www.sandiegounified.org/anti-bullying-form The district Office of Investigations, Compliance & Accountability (ICA) may also be contacted at 619-725-7211 or ICA@sandi.net

If the complaint is against the principal or site administrator, the student, parent/ guardian, staff member or third party should make the report directly to ICA. The ICA will conduct a prompt, thorough and impartial investigation into the complaint and attempt to resolve the matter.

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

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

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

Students Speaking Out

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

Uniform Complaint Process (UCP)

San Diego Unified annually notifies students, employees, parents/guardians, district advisory committees,

school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

A Uniform Complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation or bullying. A signature may be handwritten, typed (including in an email) or electronically generated. Complaints may be filed anonymously. A Uniform Complaint filed on behalf of an individual student may only be filed by that student or that student’s duly authorized representative.

The district is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities subject to the UCP.

For more information, go to https://www.sandiegounified.org/departments/uniform_complaints

The programs and activities subject to the UCP are as follows:

1. Accommodations for pregnant and parenting students;
2. Adult education programs;
3. After School Education and Safety programs;
4. Agricultural career technical education;
5. Career technical and technical education and career technical and technical training programs;
6. Child care and development programs;
7. Compensatory education;
8. Consolidated categorical aid programs;

9. Course periods without educational content, when students in grades 9-12 are assigned to such courses more than one week in any semester or in a course the student has previously satisfactorily completed, unless specified conditions are met;

10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person’s actual or perceived characteristics of age, ancestry, color, disability (mental or physical), ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, nationality, national origin, sex (actual or perceived), sexual orientation, race, religion or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person’s association with a person or group with one or more of these actual or perceived characteristics;

11. Educational and graduation requirements for students in foster care, homeless students, students from military families, students formerly in a juve-

nile court school, migrant students, and immigrant students participating in a newcomer program;

12. Every Student Succeeds Act (ESSA);
13. Local control and accountability plan;
14. Migrant education;
15. Physical education instructional minutes;
16. Student fees;
17. Reasonable accommodations to a lactating student;
18. Regional occupational centers and programs;
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding;
20. School safety plans;
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding;
22. State preschool programs;
23. State preschool health and safety issues in license-exempt programs;
24. Any complaint alleging retaliation against a complainant or other participant in the Uniform Complaint process or anyone who has acted to uncover or report a violation subject to this policy; and
25. Any other state or federal educational program the State Superintendent of Public Instruction of the California Department of Education deems appropriate. BP 1312 .3

Filing a UCP Complaint

A UC shall be filed no later than one year from the date the alleged violation occurred. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the district.

However, and unless the district grants an extension, complaints alleging unlawful discrimination, harassment, intimidation, or bullying shall be filed no later than six months from the date that the alleged discrimination, harassment, intimidation, or bullying occurred, or the date that the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

Complaints will be investigated and a written report with a decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UC policies and procedures.

A pupil enrolled in any of our public schools shall

C. Discrimination, Intimidation, Bullying Policies

Notice of Student Nondiscrimination

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

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law. Employees who violate this policy will be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state, and/or collective bargaining agreements. BP0410; BP 5145.3 AR 5145.2

For more information:
Title II Coordinator:
Wendy Ranck-Buhr

4100 Normal Street, Room 3126
(619) 725-5678
Wranck-buhr@sandi.net

Title IX Coordinator & Uniform Complaint Compliance Officer:

Anna Ward
4100 Normal Street, Room 2129
(619) 725-7225
UniformComplaints@sandi.net

504 Coordinator:
Eri Nall
5465 El Cajon Blvd., Room B
(619) 344-6420
enail@sandi.net

Anti-Bullying and Intimidation Policy

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

San Diego Unified is committed to providing all students with a safe learning environment where everyone is treated with respect, and no one

is physically or emotionally harmed. Bullying or intimidation in any form is prohibited at school or school-related events (including off-campus events, school-sponsored activities, school buses and any event related to school business) or outside of school hours with the intention to be carried out during any of the above. The district also prohibits the inciting, aiding, coercing, or directing of others to commit acts of bullying, cyberbullying or intimidation.

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

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

Students who observe, overhear, or otherwise witness such actions must report them to a staff member. Parents/guardians and district visitors are encouraged to report these behaviors to a

not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of the District

San Diego Unified posts a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

If the district finds merit in a UCP Complaint, it will take corrective actions, consistent with legal requirements, that will provide a remedy to the affected student(s) and/or parents/guardians, as applicable.

The district advises complainants of the opportunity to appeal (within 30 days) an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE). The district advises complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of the district's UCP procedures are available free of charge and are available on the district's web site.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (DOES NOT APPLY TO STATE LICENSED DISTRICT PRESCHOOLS)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and

Safety Code (HSC), a notice shall be posted in each California state preschool program classroom in each school in our agency.

The notice is in addition to this UCP annual notice and addresses parents/ guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Anna Ward, Uniform Complaint Compliance Office
San Diego Unified School District 4100 Normal Street,
Room 2129 San Diego, CA 92103
619-725-7225
UniformComplaints@sandi.net

D. Sexual Harassment of Students and Complaint Procedure

San Diego Unified is committed to making schools free from sexual harassment and discrimination. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in California Ed Code as unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. Federal law defines sexual harassment to include (1) a district employee conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct. **BP/AR 5145.7**

A copy of Board Policy 5145.7 and Administrative Regulation 5145.7 are posted in the Appendix in Facts for Parents on pages 22-24.

Title IX Coordinator

The district designates the following individual as the responsible employee to coordinate its efforts to comply with Title IX of the Education Amend-

ments of 1972 and California Education Code, as well as to investigate and resolve sexual harassment complaints under the Uniform Complaint Procedures:

Anna Ward, Title IX and Uniform Complaint Officer
4100 Normal Street, Room 2129
San Diego, CA 92103 (619) 725-7225
UniformComplaints@sandi.net

Reporting Complaints

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

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

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

Disciplinary Actions

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

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

Record-Keeping

The district will maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

Title IX Sexual Harassment Complaint Procedures

Upon receiving a report of sexual harassment, the Title IX Coordinator will inform the complainant of the process for filing a formal complaint. If the alleged victim chooses not to file a formal complaint, the Title IX Coordinator will still file a formal complaint in situations where a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations.

In such cases, the alleged victim is not a party to the case but will receive notices. **AR 5145.71**

Supportive Measures

Even if a formal complaint is not filed, the Title IX Coordinator or designee will promptly contact the complainant to discuss the availability of

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

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

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

Dismissal of Complaint

The Title IX Coordinator will dismiss a formal complaint if the alleged conduct does not constitute sexual harassment as defined in federal regulations. The Title IX Coordinator will also dismiss any complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States.

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

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

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

Informal Resolution Process

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

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

- Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including records will be maintained or could be shared.

- Obtains voluntary, written consents from the parties to participate in the informal resolution process.

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

Written Notice: If a formal complaint is filed, the Title IX Coordinator will provide the known parties with written notice of:

- The district's complaint process, including the informal resolution process.

- The allegations potentially constituting sexual harassment with details known at the time, including identity of parties, if known, involved in the incident; the conduct allegedly constituting sexual harassment; and the date and location, if known, of the alleged incident.

- If new Title IX allegations that are not included in the initial notice but come up during the investigation, the Title IX Coordinator will notify the parties of additional allegations.

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process

- The opportunity for the parties to have an advisor of their choice who may be an attorney and the ability to inspect and review evidence.

- The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process.

- The names of the investigator, facilitator of an informal process, and decision-maker. If at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

Investigation Procedures

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

1. Provide equal opportunity to the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

3. Provide the parties with the same opportunities to have others present during any grievance proceeding.

4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding.

5. Provide a timely written notice to a party whose participation is invited or expected that includes date, time, location, participants, and purpose of all investigative interviews or other meetings.

6. Provide the evidence obtained as part of the investigation that is related to the allegations raised in the complaint to both parties and their advisors. The parties will have at least 10 days to submit a written response to the investigator to consider prior to the completion of the investigative report.

7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness.

8. Create an investigative report that fairly summarizes relevant evidence and send to the parties and their advisors at least 10 days prior to the determination of responsibility.

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

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

Written Decision

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

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

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

The written decision will include:

- Identification of the allegations potentially constituting sexual harassment

- A detailed description of the procedural steps taken, including notifications to the parties, interviews with parties and witnesses, site visits,

methods used to gather other evidence, and hearings held as part of the grievance process.

- Finding of facts supporting the determination
- Conclusions regarding the application of the district’s code of conduct or policies to the facts
- A statement and rationale for each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district’s educational program or activity will be provided by the district to the complainant
- The district’s procedures and permissible bases for the complainant and respondent to appeal

Appeals

Either party may appeal the district’s decision or dismissal of a formal complaint or any allegation if the party believes that a procedural irregularity affected the outcome, new evidence is available

E. At School

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

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

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

School Meals

The California Universal Meals program mandates that all students within San Diego Unified must be offered breakfast and lunch at no cost for the 2024-25 school year. Some school sites may also offer supper. Although ALL students can eat breakfast and lunch free of charge regardless of income level, families DO need to complete either the Free & Reduced-Priced Meal Application or LCFF form, depending on the school of attendance. Although the ability to receive school meals is not determined by the information on the Free & Reduced-Priced Meal Application or LCFF form, ALL families must complete and return these forms. The information provided is used to determine school funding. A list of forms needed by school site can be found at <https://www.sandiegounified.org/departments/food> Additionally, PIN numbers may

that could affect the outcome, or conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome.

If an appeal is filed, the district will:

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

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

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

In addition, either party has the right to file a complaint with the U.S. Department of Education’s Office for Civil Rights within 180 days of the date of the most recently alleged misconduct. The complainant will be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

For more information, visit www.sandiegounified.org/about/policies_procedures/sexual_harassment

Information about a school’s safety plan is available at the school or on the school’s website.

School Police

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

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

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

Lockdowns and Crisis Response

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

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

email, and/or the district social media.

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

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

Student Activities, Clubs, Programs and Athletics

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

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

Suicide Prevention and Education

San Diego Unified is committed to supporting schools, students, and families with resources and instruction to address suicide prevention. The district’s suicide prevention education is designed to help students:

- Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
- Identify alternatives to suicide and develop coping and resiliency skills
- Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
- Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, and/or suicide prevention services.

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

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

practices for professionals.

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

Additional information is available at https://sandiegounified.org/departments/counseling_and_guidance/social_emotional

Sexual Health Education Program

Comprehensive sexual health education is provided by trained classroom teachers or community-based health educators in grades 6, 8, and high school. The curriculum in grade 6 includes age-appropriate information on puberty, reproductive anatomy, gender identity, sexual orientation, respectful relationships, HIV and sexually transmitted infection prevention, and communication skills. In addition to these topics, grade 8 and high school curricula include lessons on contraception, pregnancy care and pregnancy options, relationship abuse, and negotiation skills. All content is required by the California Healthy Youth Act.

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

Wellness Policy

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

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

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

Physical Education

California Education Code states that elementary school students grades 1-6 will receive 200 minutes of Physical Education every 10 school days. Students in secondary school sites should be receiving 400

minutes of Physical Education every 10 school days.

High school students in San Diego Unified are required to take a minimum of 2 years of Physical Education per graduation requirements. Per California Education Code, it is required that all students in grades 9 and 10 be enrolled in Physical Education.

All students in grades 5, 7, and 9 will be required to participate in the State’s Physical Fitness Testing (PFT) called Fitnessgram. Independent study Physical Education courses are not available districtwide.

School Accountability Report Card

All California public schools are required to provide information through an annual School Accountability Report Card (SARC). The SARC provides information about the condition and performance of a school from the previous school year. Copies of a school’s SARC is available at the school or online at www.sarconline.org

Special Education

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

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

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

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

- **Individualized Education Program (IEP) Support:** IEP support is intended to maintain positive relationships between SDUSD and families. Each Area team will work collaboratively with families and school IEP teams toward solutions. This support is designed to meet the interests of the parties involved and results in a mutually agreeable outcome rather than living with a decision made by an outside third party such as a hearing officer or judge. This support can be initiated by a school team or a parent/guardian. All parties are working with the common goal of what is best for the student’s needs. For IEP support, complete the online Parent Request for Support form at <https://bit.ly/3M7R8DG> (English) or <https://bit.ly/3NKNVeo> (Spanish).
- **Due Process:** Parents/guardians can file for

due process by contacting the California Office of Administrative Hearings, Special Education Division, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA, 95833, calling 916-263-0880 or visiting <https://www.dgs.ca.gov/%200AH/Case-Types/Special-Education>

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

ADA, Section 504 Accommodations for Students:

San Diego Unified has responsibilities under Section 504 of the Rehabilitation Act of 1973 to identify, review, evaluative data, and provide reasonable accommodations to students with disabilities. Each school has a Section 504 coordinator who can provide additional information and assistance. The district ADA/504 office can be reached at 619-725-5658 or 504office@sandi.net BP/AR 6164 .6

In accordance with the Department of Health Care Services' PPL No. 21-017R, San Diego Unified provides auxiliary aids and services to make sure that all qualified members of the public with disabilities, including Medi-Cal beneficiaries, can effectively communicate and participate in public programs, services and/or activities, which include making program documents available in alternative formats (e.g., braille, large font, audio recording). For alternative

formal requests, contact the district ADA/Section 504 office at 504office@sandi.net or 619-725-5658.

Students with Temporary Disabilities

- **Instruction:** The district has a program to provide individualized instruction to students who are temporarily disabled and who must remain at home, in a hospital, or other residential health facility. If the hospital or health facility is located outside the school district, the student will be in compliance with the residency requirements for the school district in which the hospital or facility is located. Parents/guardians must notify the school district where the student is temporarily residing or individualized instruction for the student.
- **Physical education:** If a student has a temporary or permanent disability that prevents full participation in physical education, parents/guardians will have the student's healthcare provider (MD or DO, NP, PA) complete a "Physical Education Modification for Injury or Illness" form available at the school site.
- **Assistive devices:** Students may need to use assistive devices such as crutches, wheelchairs, or walking boots to attend school. To reduce risk to a student and others, parents/guardians will provide notification from the student's healthcare provider. The notification must specify equipment prescribed for use at school, acknowledge that the student received instructions on safe use of the device, include parent permission for district staff to communicate with prescribing health professionals if clarification is required, and include anticipated amount of time equipment will be needed. Until notification is received from a health professional,

students can complete work packets at home or temporarily in the school office. Parents/guardians can request a copy of the "Orthopedic/Medical Equipment Order for School" form.

- **Medical supplies:** Parents/guardians are responsible for supplying medical and orthopedic equipment and related supplies as ordered by their physician. Examples include formula, catheters and tubing, diapers, wipes, syringes, respiratory medication holding chambers, masks and nebulizers, insulin-delivery systems, and glucose monitoring equipment/supplies.
- **Wheelchairs:** Only school staff members are permitted to propel an injured student in a wheelchair unless the student can self-propel safely. Other students are prohibited from pushing an injured student in a wheelchair AR 6183.

Prohibition of Tobacco Use

Students cannot possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Student possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. BP/AR 3513.3

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

- School and district personnel (including contractors, consultants, or volunteers) who perform institutional services
- Specified federal and state educational administrators
- Law enforcement or other public safety agencies with lawful access.

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

Retention of Student Records

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

Student Records

The following records are kept for each student:

- Enrollment information, including date and place of birth and address/residence information

- Attendance and health records

- Cumulative record of test scores, grades, subjects, and courses taken and disciplinary notations, if appropriate

- Records required for special education programs

- Teacher observations regarding student progress and educational program participation.

TABLE 2: RELEASE OF STUDENT INFORMATION

| Individuals & Organizations Authorized to Receive Student Information (Unless prohibited by parent/guardian) | Student Information (Directory-Type) |
|---|---|
| <ul style="list-style-type: none"> • Print media | 1. Name |
| <ul style="list-style-type: none"> • Television | 2. Address |
| <ul style="list-style-type: none"> • Radio | 3. Telephone number |
| <ul style="list-style-type: none"> • Other news organizations | 4. Date of birth |
| <ul style="list-style-type: none"> • Universities, colleges, community colleges | 5. Participation record in officially recognized activities and sports |
| <ul style="list-style-type: none"> • District-level PTA | 6. Weight and height of athletic team members |
| <ul style="list-style-type: none"> • Teachers/school officials | 7. Dates of attendance |
| <ul style="list-style-type: none"> • Law-enforcement agencies | 8. Degrees and awards received |
| <ul style="list-style-type: none"> • School-affiliated organizations (e.g., school foundations, school PTAs, School Site Councils), Student Information may not be disclosed to any third party. | 9. Most recent previous school attended |
| <ul style="list-style-type: none"> • Employers or potential employers to whom a student has applied for employment. | 10. Photographs and videos |
| <ul style="list-style-type: none"> • Military recruiters | <i>See Administration Regulation 5125.1</i> |
| <ul style="list-style-type: none"> • Non-profit organizations | Student is defined as any individual who is or has attended a district school and whom the district maintains student records. Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of their duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. Student records do not include: 1) Directory information, 2) Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee, 3) Records of the law enforcement unit of the district, 4) Records created or received by the district after an individual is no longer a student and that are not directly related to the individual's attendance as a student, 5) Grades on peer-graded papers before they are collected and recorded by a teacher. Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. |
| <ul style="list-style-type: none"> • Prospective grantors | |
| <ul style="list-style-type: none"> • Financial institutions to which students have applied for financial aid | |
| <ul style="list-style-type: none"> • Non-profit organizations | |

F. Student Rights and Records

Release of Student and Parent/Guardian Information

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

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

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

The district will attempt to contact a student's parent/guardian prior to disclosing information pursuant to subpoena and, when appropriate, court order, if they have not already been made aware. BP/AR 5125.1

Military Recruiters

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

Access to Student Records

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

- Records required for special education programs
- Teacher observations regarding student progress and educational program participation.

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

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

Parents/guardians and students over 18 years may obtain copies of student records. If requested by a different school district, the records listed above will be forwarded to a student's new school within 10 school days of the records request.

Obtaining a Report Card or Transcript

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

Surveys

Written consent from a parent/ guardian is required prior to a student being given a survey, analysis or evaluation that reveals sensitive personal information such as political affiliations or beliefs; mental or psychological problems; sexual behavior or attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondent has close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student

or student's parents/guardians; or income other than required by law to determine eligibility for participation in a program. Parents/guardians may review surveys created by a third party used to collect personal information.

NOTE: California Ed Code creates an exception to the above requirement by authorizing the administration of anonymous, voluntary surveys

to students questioning health behavior and risks. After notification of the survey, if a grade 7-12 parent/guardian does not "opt out", the student will participate in the survey through "passive" parent/guardian consent. Parents/ guardians have a right to review the survey.

LEA Medi-Cal Billing Program

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

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

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

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

The education records that may be shared include student name, date of birth and health-related evaluation, intervention, and referral information (for services received at school) and practitioner's notes related to these health services and select data from your child's IEP/IFSP (if applicable).

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

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

Confidentiality and Privacy

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

the use of the information shared in this program and governing security protocols.

Third Party Liability

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

Williams Settlement

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

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

Students Experiencing Homelessness

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

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

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

Enrollment: Students Experiencing Homelessness and Foster Youth

Students experiencing homelessness and foster youth have the right to remain at their school of origin. The district must, to the extent feasible, keep students in transition in their school of origin (the school attended when last permanently housed, or the school in which they were last

enrolled), unless it is against parent/guardian/Ed Rights Holder* wishes.

- Students can remain in their school of origin the entire time they are in transition and until the end of any academic year in which they move into permanent housing or until their foster case is closed. High school students can remain in their school of origin until they graduate.

- The district, in collaboration with school sites, will provide transportation support as needed to eliminate barriers to enrollment, participation and retention in school.

- Students may choose to enroll in any public school in the attendance area of their temporary home. If a student in transition chooses to enroll in the neighborhood school of their temporary residence, the neighborhood school becomes the resident school/school of origin for the student for any further changes of residence.

- If a student is sent to a school other than the school of origin or the school requested by a parent/guardian/Ed Rights Holder, the district will provide a written explanation and the right to appeal if the parent/guardian/Ed Rights Holder

disputes the placement. While the dispute is being resolved, the student has the right to remain at the school of origin.

- The district liaison for students in transition may assist unaccompanied homeless youth in selecting and enrolling in a school after considering the student's wishes. The liaison and school sites provide students with notice of the right to appeal an enrollment choice contrary to their wishes.

- Foster youth and youth experiencing homelessness have the right to immediate enrollment, even if they are missing paperwork for enrollment. The district and school site will support families to obtain needed paperwork while the student is immediately enrolled in school.

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

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

Married, Pregnant, Parenting Students

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

The district provides reasonable accommodations to a lactating student on a school campus to express breast milk, breastfeed an infant child, or address the other needs related to breast-feeding. **BP 5146**

Refusal To Harm or Destroy Animals

Any student who has a moral objection to dissecting or otherwise harming or destroying animals has the right to refrain from participating in instruction which involves such activities and will not be discriminated against because of a decision to exercise this right. A student who wishes to refrain from such instruction will notify the teacher and provide a note from a parent/guardian substantiating the objection. **AR 5145 .8**

G. Health Requirements and Wellness

Health/Vision Screenings

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

- Hearing screening for all students in grades UTK, K, 2, 5, 8.

- Vision screening for grades UTK, K, 2, 5, 8

- Vision in any grade for schools selected for the Vision to Learn or UCSD Eye programs.

- New students and students referred by parents or school personnel.

Please note:

- Vision screenings may be performed by a school district nurse, or trained Vision to Learn or UCSD Eye mobile staff.

- In some schools, an optometrist may be available to examine children who fail their vision screen, and glasses may be available if required.

- In select schools there is no cost for vision screens, vision examinations or for provision of glasses. For schools where cost is incurred, reimbursement for vision exam or eyeglass services may be sought through Medi-Cal or the Children's Health Insurance Program. Lack of insurance will not be a factor in receiving services.

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

Immunization (Shot) Requirements

State law requires that all students under the age of 18, pre-kindergarten through grade 12, be immunized against certain diseases unless they are exempt for medical reasons. At the time of registration, the school is required to have proof that a child has received all currently due immunizations.

Parents/guardians should check with their pediatrician, family physician or medical clinic to ensure their child is fully immunized. A child will be excluded from virtual or in person school if these requirements are not met. San Diego Unified participates with the California Immunization Registry (CAIR).

Immunization Requirements by Age and Grade

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

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
4 doses okay if one was given on or after 4th birthday.
3 doses okay if one was given on or after 7th birthday.
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday

- **Polio (OPV or IPV) — 4 doses**
(3 doses okay if one was given on or after 4th birthday)

- **Hepatitis B (Hep B) — 3 doses**
(Not required for 7th grade entry)

- **HIB – 1 dose after age 1**
for UTK/Preschool students under age 5

- **Measles, Mumps, and Rubella (MMR) — 2 doses**
(Both given on or after 1st birthday)

- **Varicella (Chickenpox) — 2 doses**
History of disease or positive lab results do NOT meet this requirement

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

Students Starting 7th Grade Also Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose** (Given after age 7)

As of January 1, 2016, parents/guardians are no longer allowed to submit a personal belief exemption for currently required vaccines. Medical exemptions require specific documentation from a CA licensed physician (MD/DO) **BP 5141 .3**

Kindergarten Physical Exam

California's Child Health and Disability Prevention (CHDP) Program requires all school-aged children to have a physical exam on record with

the school. San Diego Unified has made this a requirement for kindergarten.

A copy of a child’s medical checkup must be submitted to the school when registering for kindergarten or as soon as it is completed during kindergarten. Parents/guardians are encouraged to obtain this exam before kindergarten starts to ensure their child is healthy and ready to learn. UTK students who submit a physical exam will fulfill this requirement for kindergarten.

Parents/guardians needing assistance in meeting this requirement can call 1-800-675-2229. If a physical exam is against personal beliefs, a CHDP waiver form must be signed at the school. AR 5141 .32

Kindergarten Oral Health Assessment (KOHA)

Effective Jan. 1, 2007, a Kindergarten Oral Health Assessment (KOHA) by a licensed California dental health professional is required for children entering public school for the first time, at kindergarten or first grade. The KOHA must be completed and returned to the school by April 30 of that first school year. Assessments done 12 months prior to school entry also meet this requirement.

A school may host a free oral health assessment event at which a licensed dentist or other licensed/registered dental health professionals perform assessments on the students enrolled in that school. A student will be given an oral health assessment unless the parent/guardian opt out of the assessment.

Obtain the form from the school or dental health provider. UTK students who submit the KOHA will complete this requirement. Parent/guardian may sign a waiver of this requirement on the KOHA form available at the school. Parent/guardian can call 1-800-675-2229 for help in finding a provider for the KOHA.

COVID-19

San Diego Unified will continue to follow COVID-19 symptoms and isolation as put forth by the CA Department of Public Health and San Diego County.

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

Control of Communicable Diseases

The district is required to cooperate with the County of San Diego Health and Human Services Agency to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian will be contacted, and the student sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease. BP/AR 5141 .22

Pediculosis Policy (Head Lice)

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

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

There is no evidence that mass screenings (school-wide or whole classrooms) help to control head lice infestation or re-infestation. Parents/guardians are encouraged to incorporate inspecting their child’s hair as part of their regular hygiene routine. BP 5141 .33

Menstrual Equity for All Act

Menstrual products are a necessity each month for millions of individuals across the US. A lack of these products, often called “period poverty,” can adversely affect an individual’s health and well-being. Period poverty exacerbates the cycle of poverty by further marginalizing individuals who menstruate, causing them to withdraw from daily life or miss educational opportunities. Addressing period poverty is essential to ensuring educational equity for diverse populations.

The Menstrual Equity for All Act requires district schools with grades 3-12 to stock an adequate supply of free menstrual products in all women’s and “all-gender” restrooms, and in at least one men’s restrooms.

Availability of Condoms

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

The district offers education that emphasizes abstinence as the only 100 percent effective method of preventing infection and/or pregnancy. The district also realizes that not all students will practice abstinence and should be instructed that a condom used properly provides protection against sexual transmission of HIV/STIs and from unintended pregnancy. In collaboration with medical and public health authorities, condoms are available at no cost to students who request them unless the parent/guardian withdraws permission by submit-

ting a written and signed letter to the school nurse at any time. By making condoms available, the district assumes no liability. BP 5141 .25

Diabetes Notification

Type 1 Diabetes Information: Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated. The guidance linked here is intended to raise awareness about this disease. Pursuant to California Education Code Section 49452.6, information regarding Type 1 diabetes can be found on the California Department of Education website at <https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp> For more information or to receive printed information about type 1 diabetes, contact your school site nurse.

Type 2 Diabetes Information: Type 2 diabetes in children is a preventable/treatable disease. The guidance linked here is intended to raise awareness about this disease. Pursuant to California Education Code Section 49452.7, information regarding type 2 diabetes can be found on the California Department of Education website at <https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp> For more information or to receive printed information about type 2 diabetes, contact your school site nurse.

Medications, Procedures and Health Accommodations

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

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

All medications must be in the original pharmacy container with the original prescription label adhered to the container. Students may carry and self-administer prescription auto-injectable epinephrine and asthma inhalers if certain requirements are met.

Parents/ guardians who request school staff members to administer medications, perform procedures or provide health related accommodations at school must recognize first, that school health personnel will communicate with the student’s prescribing health professional if the school requires clarification about that procedure, accommodation, or medication delivery and second, that school health personnel will determine the level of care, staffing needs and care coordination required to meet the student’s needs in alignment with California Education Code and other California Professional Codes.

No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications

TABLE 1: IMMUNIZATION REQUIREMENTS BY AGE AND GRADE

Students Enrolled in Preschool Need Immunizations Based on Age:

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

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

may be carried by students on their person, in a backpack or other container except as indicated above and with the express knowledge and permission of the school nurse. Limited over-the-counter medications may be available at some school sites and can be given only by a credentialed school nurse or trained health technician with parent/guardian consent on file.

When a student requires medication during the school day in order to participate in the educational program, the superintendent or designee will, as appropriate, inform the student’s parent/guardian that the student may qualify for services or accommodations pursuant to Individuals with Disabilities Education Act or Section 504 of the federal Rehabilitation Act of 1973.

A parent/guardian can contact the school nurse with questions. Forms for medication administration or procedures are available at the school and on the website at sandiegounified.org/department/nursingandwellness_program. BP/AR 5141 .21

Medication at Home

The parent/guardian of a student on a continuing medication regimen at home is required to inform the school nurse or other designated certificated school employee of the medication being taken,

current dosage, and name of the supervising physician. The information is gathered annually on the Health Information Exchange form distributed at the beginning of each year. If new medications are started at any time during the school year, parents/guardians must notify the school.

Interscholastic Sports Physical Exam

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

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

Concussions

Parents/guardians are required to notify the school nurse when a student has a concussion. During the days or weeks after a concussion, students require extra observation at school to determine if they are having problems that need to be

addressed. If a student experiences concussion symptoms at school, the parent/guardian will always be notified. Students who have had symptoms of a concussion will be observed at school and their activity levels monitored per district protocols. AR 5141.12

Health Instruction

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

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

Insurance

San Diego Unified does not provide medical or dental insurance coverage for students injured on

school premises, while under school jurisdiction or while participating in school district activities. There may be limited accidental injury insurance for students participating in authorized, school-sponsored field trips. In the event of injury, contact Risk Management at 858-627-7345 with questions regarding field trip insurance. Families without medical or dental insurance may purchase individual student policies at reasonable rates through a private insurance company. For details, call 1-800-367-5830 or visit www.studentinsuranceusa.com

San Diego Unified has certified enrollment clerks that can assist families in obtaining low to no cost health coverage. Healthcare options include Medi-Cal or Covered California. For information, call 619-571-3332 or 619-665-0619. **AP 6310**

Safe Drinking Water

Drinking water is critical for the health and well-being of all people. Staff and students are allowed and encouraged to carry a refillable water

bottle and consume water. School sites and district buildings are equipped with filtered drinking water.

Asbestos Awareness

The district has established an effective asbestos management program in compliance with the Asbestos Hazard Emergency Response Act (AHERA).

Efforts include periodic six-month surveillances, mandatory three-year re-inspections by EPA-certified inspectors and ongoing operations and maintenance activities to ensure protection for building occupants, custodians and maintenance workers as recommended and supported by the EPA.

A copy of the applicable site management plan is available at each school and district facility and can be reviewed by contacting the principal or site administrator.

Questions regarding the management plans or asbestos conditions should be addressed to the

Safety, Training, Personnel and Environmental Compliance Department at 858-627-7174. **AR 3514**

Pesticide Use

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

For more information, email safetyoffice@sandi.net.

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

H. Restorative Discipline Policy

The San Diego Unified Restorative Discipline Policy establishes a framework for developing, refining, and implementing a culture of restorative discipline conducive to learning at every school. This framework is built on school-wide positive behavior support, a culture of positive response techniques, and the systemic development of carefully identified guidelines with the necessary structure for fair and consistent implementation.

The importance of schoolwide positive behavior supports, and restorative responses are consistent with the principles of safety, responsibility, respectfulness, appreciation of differences, honesty, and life-long learning. Sites will uphold the following principles to successfully implement the Restorative Discipline Policy and maintain restorative communities:

- Engage students in relevant instruction, with clear agreements about interactions with one another
- Create safe spaces throughout the campus and in classrooms for all students and use a restorative justice approach after incidents take place that threaten their sense of safety
- Repair and restore relationships between students and/or adults after harm has taken place to re-establish safe spaces for all
- Encourage all staff to build positive relationships with students and be actively engaged in their students' academic lives and learning
- Increase awareness of student behaviors that are associated with trauma, crisis, disabilities, cultural norms, or medical conditions, and understand the triggers for those behaviors to better address the needs of the student

- Promote high standards of behavior by teaching, modeling, and monitoring behavior

- Pair school discipline with meaningful social emotional learning that offers students the necessary guidance to learn from their mistakes and positively contribute to their school community

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

- Parent/guardian rights to be notified when their child faces disciplinary action
- Student rights to an informal conference with the principal or designee
- Parent/guardian/student rights to appeal suspensions, expulsions, and referrals to alternative schools

San Diego Unified strives to keep parents/guardians involved and informed. However, it is sometimes appropriate and necessary for school officials and/or law enforcement officers to speak to students without first notifying parent/guardian. These officials are not required to obtain parent/guardian permission prior to speaking to students regarding school matters. **BP 5144; BP/AR 5144.1 and 5144.2**

Suspension

Suspension from school is a serious and, by its very nature, controversial act to be applied with prudence and restraint after careful investigation and in the absence of reasonable alternatives. For information regarding specific violations that may result in suspension and related procedures, go to <https://sandiegouni->

[fied.org/about/policies_procedures/student_discipline_Expulsion](https://www.sandiegounified.org/about/policies_procedures/student_discipline_Expulsion)

California Education Code specifies five infractions that require a principal to mandatorily suspend and recommend expulsion:

- Possessing, selling, or furnishing a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance (This includes vape pens containing a controlled substance and/or edibles containing a controlled substance, including but not limited to THC).
- Committing or attempting to commit a sexual assault or committing a sexual battery
- Possession of an explosive

All other recommendations for expulsion are at the principal's discretion and must address additional findings as stated in the California Education Code.

As stated above, state law requires a recommendation for expulsion of students who are found to have committed sexual assault or sexual battery. California law also prohibits the suspension or expulsion of students in grades K-3 for sexual harassment.

For complete information, visit https://sandiegounified.org/about/policies_procedures/student_discipline **BP 5144; BP/AR 5144.1, 5144.2**

I. Attendance

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

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

Absences from school for five or more days may be excused if a parent/guardian requests a contract for independent study at least one week prior to absence. The child must complete the contract within the set timeline. After any absence, parents are requested to provide absence verification to the school office when the student returns to school. No student shall have their grade reduced or lose credit for an excused absence. A student with an excused absence will be allowed to complete all assignments and tests missed during the absence. Upon satisfactory completion of the assignment or test, within a reasonable period, the student will be given full credit. Tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

Excused Absences

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

- Personal illness or injury
- Quarantine under the direction of a county or city health officer
- Having medical, dental, optometric or chiropractic services rendered
- Obtaining confidential medical services without

the consent of the student's parents or guardians (according to Title X law and regulations)

- Attending the funeral service of an immediate family member; one day if the service is in California and three days if outside of California
- Jury duty in the manner provided for by law
- Illness or medical appointment during school of a child whose custodial parent is the student
- Spending time with an immediate family member who is an active-duty member of the uniformed services and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position.
- Participation in the entertainment industry as noted under Education Code. Students with these work permits may be excused for a period of not more than five consecutive days, with a maximum of five absences per year.

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

California law defines members of the "immediate family" as the mother, father, grandmother, grandfather, or spouse of the student, and son, daughter, brother, or sister of the student, or any relative living in the immediate household of the student. **BP/AR 5113**

Absence from School for Illness

Some students with recurrent or on-going health problems can miss many days of school. When a

student misses 10% or more of school days due to illness, school personnel may require parents/guardians to provide a doctor's explanation of the health issues that keep the student from attending school. This communication helps school health personnel understand the underlying medical issue so they can explore how the student's health and educational needs can be met. School health and educational personnel will work collaboratively with the student's parent/ guardian and managing doctors to design a customized plan that meets the student's health and educational needs.

Truancy

Per California Ed Code, a pupil who is absent from school without a valid excuse five (5) full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant. **BP/AR 5113.1**

Families may receive a Notification of Truancy Classification Letter from the school or district for any student who meets this definition of a truant. Support is available for students and families struggling with obstacles to regular attendance.

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

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

J. Technology

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

The district is continuing a device take-home model for the 2024-25 school year that will be managed at each school site. Students are expected to be the sole user of their account/ device, take proper care of the

device, and bring it fully charged to school each day. Students are expected to follow digital citizenship practices and use the device for educational purposes. If problems arise with the device, students need to report those issues to their school site immediately.

A fine may be assessed when a device is intentionally damaged, damaged due to willful negligence, or not returned when requested by school official. The principal may charge \$100 for the device and \$15 for charger. **BP/AR 3260.2**

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

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

Students will have access to:

- Information, online databases, and news from a variety of sources and research institutions
- District-provided software and public domain/shareware software of all types
- A variety of web-based and software programs to publish content to the web

- Collaborative web-based programs for the purpose of project-based learning
- Online courses and curriculum, academic software, and electronic learning resources

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

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

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

Internet Safety

San Diego Unified takes reasonable precautions to restrict access to internet content as required by law or board policy. The district will attempt to block content that includes:

- Obscene or adult material
- Harmful matter (Penal Code 313)
- Content that presents a cyber threat including phishing, malware and other websites that may pose a cyber security risk
- Tools used to circumvent filters or obfuscate online activities
- Websites that may be a risk to student or campus safety which may include chat/messaging, social media, gambling or hacking.

The district, school administrators or teachers may choose to block additional content for students under their purview. This may include content that presents a distraction to the learning environment and/or is not part of the student's educational program.

Teachers and staff will choose resources on the internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of students. The district takes no responsibility for the accuracy or quality of information from internet sources. Use of information obtained through the internet is at the user's risk. **BP 6163.4**

Prohibited Uses

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

- Information that violates or infringes upon the rights of any other person

Cyberbullying

- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material
- Advertisements, solicitations, commercial ventures, or political lobbying
- Information that encourages the use of controlled substances or the
- Use of the system for the purpose of inciting crime
- Material that violates copyright laws. **BP/AR 6162.6**
- Vandalism, unauthorized access, "hacking" or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code, Section 502)

- Any attempt to bypass or circumvent the content filter and monitoring of network/computer usage
- Tampering with the district-installed Operating System
- Unauthorized access to any computer system including when doing so with credentials belonging to another individual

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

Privileges

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

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

Network Rules and Etiquette

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

- Be polite. Do not send abusive messages to anyone
- Use appropriate language. Anything pertaining to illegal activities is strictly forbidden
- Maintain privacy. Do not reveal the personal address, phone numbers, web sites or images of yourself or other persons. The school must have a parent/

guardian release authorizing publication before publishing a student's picture, first name, or work on the internet.

- Respect copyrights. All information and communications accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.

Cyberbullying

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Using personal communication devices or district property to cyberbully is strictly prohibited and may result in the cancellation of network privileges and/or disciplinary action.

Cyberbullying may include, but is not limited to:

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

- Forwarding information or photos that are meant to be private

Vandalism

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

Cell Phone and Mobile Communications Devices:

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

- All K-12 students may use these devices on campus before school begins and after school ends
- Students in high school, grades 9-12, may use them during the lunch period
- The devices must be kept out of sight and turned off during the instructional program and in the classroom
- Unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. **BP698**

PowerSchool

The PowerSchool Parent/Guardian/ Student Portal pro-

vides parents/guardians with secured online access to relevant school information.

- Parents/guardians/students can access class schedules, attendance, grades, class assignments, teacher comments, and email links to teachers.

Parents/guardians can conveniently access school notifications, forms, and assessment score reports.

K. Language Programs

Multilingual Learners

Parents/guardians of children identified as English Learners will receive comprehensive information about various language programs offered within the district. This information will include details on why their student was identified as an English Learner, emphasizing the importance of language instruction. Additionally, parents/guardians will be informed about their student's current English proficiency level and academic progress, highlighting the goal of achieving fluency in English. The district provides a range of English teaching methods and multilingual programs, allowing parents/guardians to select the most suitable option for their student's needs. More information is available at [SDUSDmed.org](https://www.sandi.net/itd/powerschoolportal).

The English Learner Master Plan is available on the district website at <https://firstgencollege.my.canva.site/sdusd-el-master-plan>

Language Acquisition Programs are specifically designed to facilitate the rapid and effective acquisition of English among students. The programs adhere to CA-adopted standards to ensure

- Parents/guardians can subscribe to receive email notifications of students' current grades, attendance, and class assignments.

Parent/Guardian/Student Portal enables students and their parents/guardians to monitor academic progress. For information, visit <https://www.sandi.net/itd/powerschoolportal> school notifications, forms, and assessment score reports.

Parent/Guardian and Community Engagement

Parents/guardians and community members are invited to contribute input regarding language acquisition and programs during the development of the Local Control and Accountability Plan (LCAP).

Parent/Guardian and Community Engagement

Parents/guardians and community members are invited to contribute input regarding language acquisition and programs during the development of the Local Control and Accountability Plan (LCAP).

Structured English Immersion Program (SEI) is offered at every school in the district and is tailored for students who are learning English. This program provides classes taught entirely in English, featuring a curriculum designed to facilitate language acquisition. Students receive targeted instruction in English Language Development (ELD) and have the chance to explore academic subjects such as math and science in English.

ParentalGuardian Opt-Out Waivers for EL Program

Parents/guardians have the choice to opt out of the English Learner (EL) program annually. The school will continue to provide educational programs for students, adhering to Title VI of the Civil Rights Act of 1964 and the Equal Education Opportunity Act of 1974 to safeguard their rights. Despite opting out, the student will still undergo a yearly language assessment (ELPAC) until the student attains fluency and fulfills the requirements for reclassification to Fluent English Proficient status. It's essential to note that there is no opt-out option for taking the ELPAC.

Multilingual Programs provide programs students with the chance to receive instruction in languages beyond English.

How to Request a New Language Program at Your Child's School

Dual-Language Immersion (English/ Spanish) is a comprehensive language learning program, also referred to as Two-Way Immersion. It aims to equip students proficient in both English and another language with the skills necessary to excel academically while fostering cultural understanding. This program is accessible from UTK to 5th grade. Students participating in this program receive recognition through the Pathway to Biliteracy Awards in Kindergarten, 5th, and 8th grade. Information at <https://www.sdusdmed.org/dl-programs>

Graduating high school seniors can also earn the California State Seal of Biliteracy. More information at <https://www.cde.ca.gov/sp/el/er/sealofbiliteracy.asp>

Every parent/guardian has the opportunity to advocate for language acquisition programs for their student. To request a new program, submit a verbal or written request to the school's main office. The request will be recorded, and if there is sufficient interest (30 or more requests for the whole school or 20 or more in one grade), the school will make efforts to implement the program to the best of its ability. Input is valued and encouraged to express preferences for your student's education.

For more information, contact the Multilingual Education Department at med@sandi.net or (619)725-7264 or visit <https://www.sdusdmed.org/>





REMINDER: 1st Day of School in 2025-2026 is Monday, August 11, 2025.



L. Appendix

Sexual Harassment Board Policy 5145.7

San Diego Unified School District is committed to making the schools free from sexual harassment and discrimination. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. Federal law defines sexual harassment to include (1) a district employee conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 and 34 USC 12291.

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

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)

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

Once notified, the Title IX Coordinator or designee shall ensure the complaint is addressed through Title IX complaint procedures or uniform complaint procedures, as applicable, and shall offer supportive measures to the complainant.

(cf. 1312.1 - Complaints Concerning District

Employees)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

Title IX Coordinator

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint

Procedures. The coordinator/compliance officer(s) may be contacted at:

Title IX Coordinator and Uniform Complaint Officer
 4100 Normal Street, Rm 2129
 San Diego, CA 92103
 (619) 725-7225
UniformComplaints@sandi.net

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-spon-

sored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

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

(cf. 4117.4 - Dismissal)
(cf. 4117.7 - Employment Status Report)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws
 1232g Family Educational Rights and Privacy Act
 1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights
 2000d-2000d-7 Title VI, Civil Rights Act of 1964
 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

991-99.67 Family Educational Rights and Privacy
 106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008)
 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003,
 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.)
 208 F.3d 736

Davis v. Monroe County Board of Education, (1999)
 526 U.S. 629

Gebser v. Lago Vista Independent School District,
 (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143
 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.)
 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights:
<http://www.ed.gov/about/offices/list/ocr>



Sexual Harassment – AR 5145.7

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Title IX Coordinator and Uniform Complaint Officer
San Diego Unified School District

4100 Normal Street, Rm 2129 San Diego, CA 92103
(619) 725-7225
UniformComplaints@sandi.net

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment under the Education Code includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916).

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct) (cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Prohibited sexual harassment under federal law is defined to include (1) a district employee conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school district's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 and 34 USC 12291).

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

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

Notifications

A copy of the district's sexual harassment policy and regulations shall:

1. be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number,

and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)

4. Be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. This shall include the name or title, office address, email address, and telephone number of the employee(s) designated as the district's Title IX Coordinator. (Education Code 234.6; 34 CFR 106.8)

(cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media)

5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)

Reporting Complaints

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

(cf. 5141.4 - Child Abuse Prevention and Reporting)

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

SAN DIEGO UNIFIED SCHOOL DISTRICT

Regulation approved: July 25, 2017
San Diego, California

Effective: October 1, 2017
Revised: January 26, 2021

M. Forms and Instructions

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

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

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

Universal Form

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

| San Diego Unified SCHOOL DISTRICT | | Pesticide Use Notification Form (Optional) | |
|--------------------------------------|--|---|--|
| San Diego Unified IPM Pesticide List | | Pesticide Use Notification Request (OPTIONAL) | |
| PRODUCT NAME | ACTIVE INGREDIENT | To be included on the notification registry, complete this form and return to the email below, or submit electronically at https://www.sandiegounified.org/node/1557 | |
| Fusilade II | Fluazifop-P- | If you do not wish to be notified, please disregard this notice | |
| Weed Rot | Citric acid, Sodium Lauryl sulfate | San Diego Unified Schools complies with the Healthy Schools Act of 2000 requiring use of effective and least toxic pest management practices, and provides annual notification to all parents or guardians of students enrolled at a district school with a listing of all pesticides that may be applied at their site. | |
| Knighthawk | Proflamline | Parents or guardians may request prior notification of individual pesticide applications for their school site. Those listed on this registry will be notified at least 72 hours before pesticides are applied. In an emergency that requires spraying of pesticides, the site will be notified and signs posted; however, those listed on the registry will not be notified. | |
| Mecomec 2.5 | Potassium salt of (+)-R-2-(2-methyl-4- | Please Print (Notifications will not be sent to unreadable or incomplete requests.) | |
| Ornamec Fluazifop-P-Butyl | Fluazifop-P-Butyl | Date: | School or Daycare Ctr: (no abbreviations) |
| Ranger Pro | Glyphosate | Student's Name: | |
| Reward | Diquat dibromide | Parent/Guardian's Name: | |
| Sedgehammer | Halosulfuron-methyl | Email Address: | |
| EcoExempt IC2 | Rosemary Peppermint Oil | By signing below, I understand that upon request, the public school district or child daycare center listed is required to supply information about individual pesticide applications at least 72 hours before application. | |
| Altosid XR | ethoprene | By signing below, I also understand it is my responsibility to request notification on an annual basis. The Integrated Pest Management office will begin accepting requests August 1 of each current school year. | |
| Avert | Abamectin B1 | Signature: | |
| Bora-Care | Disodium Octaborate Tetrahydrate | Return completed form by email at safetyoffice@sandi.net | |
| Borid | Orthoboric acid | | |
| Crossfire Concentrate | Clothianidin/Metofluthrin | | |
| Drione | Pyrethrin | | |
| In2Mix | Pyriproxyfen | | |
| Muagget Imidicide | Imidacloprid | | |
| Maxforce ant bait station | Fipronil | | |
| maxforce ant bait gel | Fipronil | | |
| Maxforce roach bait station | Fipronil | | |
| Maxforce roach bait gel | Fipronil | | |
| Microcare | Pyrethrin | | |
| NyGuard IGR Concentrate | 2-[1-Methyl-2-4-(4-phenoxyphenoxy)] | | |
| Phantom | chlorfenapyr | | |
| PT Wasp-Freeze II | Prallethrin | | |
| Pyrocide 300 | Pyrethrin | | |
| Talstar | Bifenthrin | | |
| Tempo ultra WP | B-cyfluthrin | | |
| Tengard | Permethrin | | |
| Termidor | Fipronil | | |
| Essentria IC Pro | Clove oil | | |
| PT Alpine Foam | Dinotefuan | | |
| Selontra | Cholecalciferol | | |
| Razol | Cholecalciferol | | |
| Razol (Ground squirrel Bait) | Cholecalciferol | | |

Pesticide Use Notification Form

PLEASE COMPLETE, IF APPLICABLE, AND EMAIL TO:

safetyoffice@sandi.net

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

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

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

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



Pesticide Use Notification Form (Optional)

Updated May 2024

| San Diego Unified IPM Pesticide List | |
|--------------------------------------|---|
| PRODUCT NAME | ACTIVE INGREDIENT |
| Fusilade II | Fluazifop-P- |
| Weed Rot | Citric acid, Sodium Lauryl sulfate |
| Knighthawk | Prodiamine |
| Mecomec 2.5 | Potassium salt of (+)-R-2- (2-methyl-4- |
| Ornamec Fluazifop-P-Butyl | Fluazifop-P-Butyl |
| Ranger Pro | Glyphosate |
| Reward | Diquat dibromide |
| Sedgehammer | Halosulfuron-methyl |
| EcoExempt IC2 | Rosemary Peppermint Oil |
| Altosid XR | ethoprene |
| Avert | Abamectin B1 |
| Bora-Care | Disodium Octaborate Tetrahydrate |
| Borid | Orthoboric acid |
| Crossfire Concentrate | Clothianidin\Metofluthrin |
| Drione | Pyrethrin |
| In2Mix | Pyriproxyfen |
| Muaget Imicide | Imidacloprid |
| Maxforce ant bait station | Fipronil |
| maxforce ant bait gel | Fipronil |
| Maxforce roach bait station | Fipronil |
| Maxforce roach bait gel | Fipronil |
| Microcare | Pyrethrin |
| NyGuard IGR Concentrate | 2-[1-Methyl-2-4-(4-phenoxyphenox) |
| Phantom | chlorfenapyr |
| pT Wasp-Freeze II | Prallethrin |
| Pyroicide 300 | Pyrethrin |
| Talstar | Bifenthrin |
| Tempo ultra WP | B-cyfluthrin |
| Tengard | Permethrin |
| Termidor | Fipronil |
| Essentria IC Pro | Clove oil |
| pT Alpine Foam | Dinotefuan |
| Selontra | Cholecalciferol |
| Razol | Cholecalciferol |
| Razol (Ground squirrel Bait) | Cholecalciferol |

| Pesticide Use Notification Request (OPTIONAL) | |
|---|--|
| To be included on the notification registry, complete this form and return to the email below, or submit electronically at https://www.sandiegounified.org/node/155Z | |
| If you do not wish to be notified, please disregard this notice | |
| San Diego Unified Schools complies with the Healthy Schools Act of 2000 requiring use of effective and least toxic pest management practices, and provides annual notification to all parents or guardians of students enrolled at a district school with a listing of all pesticides that may be applied at their site. | |
| Parents or guardians may request prior notification of individual pesticide applications for their school site. Those listed on this registry will be notified at least 72 hours before pesticides are applied. In an emergency that requires spraying of pesticides, the site will be notified and signs posted; however, those listed on the registry will not be notified. | |
| Please Print <i>(Notifications will not be sent to unreadable or incomplete requests.)</i> | |
| Date: | School or Daycare Ctr: <i>(no abbreviations)</i> |
| Student's Name: | |
| Parent/Guardian's Name: | |
| Email Address: | |
| By signing below, I understand that upon request, the public school district or child daycare center listed is required to supply information about individual pesticide applications at least 72 hours before application. | By signing below, I also understand it is my responsibility to request notification on an annual basis. The Integrated Pest Management office will begin accepting requests August 1 of each current school year. |
| Signature: | |
| Return completed form by email at safetyoffice@sandi.net | |



San Diego Unified School District

4100 Normal Street, San Diego, CA 92103

619-725-8000

www.sandiegounified.org