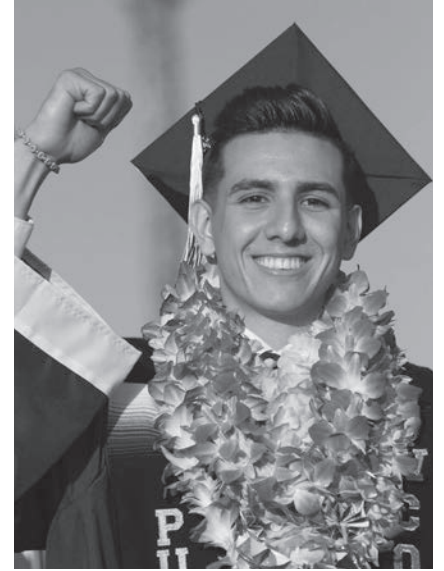




# East Side Union High School District 2020-2021 STUDENT & PARENT HANDBOOK



**Office of the Superintendent**  
830 N. Capitol Avenue  
San Jose, CA 95133  
Phone: 408-347-5000  
Fax: 408-347-5015  
[www.esuhd.org](http://www.esuhd.org)

Chris D. Funk, Superintendent

**Board of Trustees**

Lan Nguyen, President  
Van T. Le, Vice President  
J. Manuel Herrera, Clerk  
Pattie Cortese, Member  
Lorena Chavez, Member

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San Jose, Calif.

East Side Union High School District  
830 North Capitol Avenue  
San Jose, CA 95133



Preparing every student to thrive in a global society.

**PARENT/STUDENT ACKNOWLEDGEMENT FORM  
2020-2021 PARENT/STUDENT HANDBOOK**

Dear Parent/Guardian:

Education Code 48980 (a) states that School Boards are required by law to notify parents of their rights to services and programs offered by their district school/schools. Parents/Guardians must sign a notification form and return it to their children’s schools acknowledging that they have been informed of their rights.

Please sign and return to your child’s school the below portion acknowledging receipt of the new Parent/Student Handbook.

Your signature does not constitute consent to take part in any particular program.

----- Tear-Off-----

**RECEIPT OF ANNUAL NOTIFICATION OF 2020-2021 PARENT/STUDENT HANDBOOK**

I acknowledge, with my signature below, the receipt of the required annual notification of parent/ student rights on behalf of my son/daughter.

Please PRINT the name, birth date and student ID number of your child.

\_\_\_\_\_

Last Name

Middle Initial

First Name

\_\_\_\_\_

Birthdate

ID#

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Signature of Student (Grades 9-12)

**PLEASE RETURN THIS RECEIPT TO YOUR SCHOOL**



# INTERPRETATION AND TRANSLATION SERVICES

## PARENT & COMMUNITY INVOLVEMENT SPECIALISTS

Andrew Hill HS  
408-347-4294

Evergreen Valley HS  
408-347-7052

Independence  
408-928-9541

James Lick  
408-347-4656

Mount Pleasant  
408-937-2889

Oak Grove  
408-347-6556

Piedmont Hills  
408-347-3842

Santa Teresa  
408-347-6233

Silver Creek  
408-347-5631

WC Overfelt  
408-347-5926

Yerba Buena  
408-347-4716  
408-347-4717

## You are an important part of your child's education!

All parents have a right to information about District programs, services and activities in their primary language. East Side Union High School District is committed to providing services and staff assistance to ensure every parent has an opportunity to meaningfully participate in their child's education.

### Need In-Person or On-the-Phone Language Assistance?

East Side Union High School District provides in-person or phone interpretation at no cost to assist our families with oral language assistance in their primary languages. We have contracted with Language Lines, Inc., a service with over 4,000 interpreters who speak more than 240 languages, to assist our families by phone. Each site also has site-based interpreters who provide interpretation in Spanish and Vietnamese.

If you require in-person oral language assistance at a school site, speak to, email, or call any staff member on campus and ask for in-person language assistance. The staff member will connect you with an available site interpreter. If no site interpreter is available, the staff member will call Language Lines, Inc., to identify an interpreter to assist you by phone.

If you require over-the-phone language assistance, speak to, email, or call any staff member on campus and ask for an interpreter by phone. The staff member will call Language Lines, Inc., to identify an interpreter to assist you.

### Need Document Translation Assistance?

East Side Union High School District has contracted with Document Translation Services to assist our families with written language assistance in their primary languages.

Some examples of documents that are available for translation include:

- Registration and enrollment information
- Student discipline forms
- Documents pertaining to student behavior, such as Behavior Intervention Plans (BIPs)
- Individualized Education Program, and Section 504 plans
- Any form that requires parent signatures

If you have a document that you would like translated, please visit: <http://www.esuhd.org/Students--Parents/Language-Access/index.html> to upload your document.

A Parent & Community Involvement Specialist (PCIS) is also available at every school site to personally assist you with document translation services. Please email, call or speak to the PCIS or Administrator at your school if you have questions about the process.

## **East Side Union High School District**

**830 North Capitol Avenue**

**San Jose, CA 95133**

**408.347.5000**

**FAX: 408.347-5015 [www.esuhd.org](http://www.esuhd.org)**

### **Superintendent:**

**Chris D. Funk**

### **Board of Trustees**

**Lan Nguyen, President**

Phone: 408.347.5093, E-mail: [nguyenl@esuhd.org](mailto:nguyenl@esuhd.org)

**Van T. Le, Vice President**

Phone: 408.347.5092, E-mail: [lev@esuhd.org](mailto:lev@esuhd.org)

**J. Manuel Herrera, Clerk**

Phone: 408.839.912, E-mail: [herreram@esuhd.org](mailto:herreram@esuhd.org)

**Pattie Cortese, Trustee**

Phone: 408.347.5090, E-mail: [cortese@esuhd.org](mailto:cortese@esuhd.org)

**Lorena Chavez, Trustee**

Phone: 408.347.5091, E-mail: [chavezl@esuhd.org](mailto:chavezl@esuhd.org)

The East Side Union High School District Board of Trustees is interested in having parents play a critical role in developing District policies. We invite you to attend our Regular Board meetings. On occasion, Board meeting dates are changed. Call 408.347.5010 to verify date and time or check the East Side website: [www.esuhd.org](http://www.esuhd.org). Regular scheduled Board meeting agendas are posted on the website three days prior to the meeting. When meetings are cancelled or changed, it will be noted on the ESUHSD website.

Spanish and Vietnamese translation is provided at all ESUHSD board meetings.

PURSUANT TO GOVERNOR GAVIN NEWSOM'S EXECUTIVE ORDER NO. N-29-20, THE CLOSED AND OPEN SESSION REGULAR BOARD MEETING WILL BE CONDUCTED EXCLUSIVELY VIA CONFERENCE TELEPHONE AND/OR THROUGH "ZOOM" VIDEO CONFERENCING. FOR MORE INFORMATION:

<http://www.esuhd.org/BoardSuperintendent/Board-Meeting-Agendas--Reports/index.html>

## DISTRICT OVERVIEW

The East Side Union High School District (ESUHSD), established in 1950, serves over 22,000 students in grades 9-12 at 11 comprehensive high schools, 7 alternative education sites, 7 child development centers and 12 independent charter schools. The District offers a safe and innovative learning environment, award-winning athletic programs, extracurricular activities, robust Advanced Placement courses and a career technical education program through its magnet programs, CA Partnership Academies, and an ROP JPA.

List of ESUHSD schools:

- Eleven (11) comprehensive high schools: Andrew P. Hill, Evergreen Valley, Independence, James Lick, Mt. Pleasant, Oak Grove, Piedmont Hills, Santa Teresa, Silver Creek, W.C. Overfelt, Yerba Buena
- One (1) continuation high school: Foothill
- Three (3) alternative high schools: Apollo, Phoenix, Pegasus
- Three (3) schools of choice: Accel, Calero, and College Connection Academy

Our classrooms are equipped with state-of-the-art technology, including laptops, Apple TVs, internet access, and the District deployed a district-wide network to provide free WiFi to low-income students and their families.

Our District collaborates directly with hi-tech Silicon Valley companies, offering our students real-world experiences and 21<sup>st</sup> century skills through curriculum, internships, field trips and mentoring opportunities. Rich in racial and cultural diversity, our student population is comprised of 46.3% Hispanic, 41.9% Asian, 6.5% White, 2.8% African American, 1.7% multiple, 0.6% Pacific Islander, and 0.2% Native American. More than 40 native languages are spoken by East Side students. There are 3,760 students in our English Language Learners Program. An average of 76% of our students attend college each year.

East Side employs 1,208 certificated and 634 classified staff members to support students and their families. Our Adult Education program serves an additional 6,500 students and employs 100 adult education teachers and staff.

There are seven elementary school districts that feed into ESUHSD. The District has strong partnerships with these feeders, as well as community colleges and 4-year universities in the area. These partnerships include Accel Middle College, College Connection Academy Program, and the Spartan East Side Promise.

- The Accel Middle College program is located on the Evergreen Valley College campus. Students in this program can take college courses while they are completing their high school graduation requirements. Students can earn up to one year of college credit.
- The College Connection Academy Program is a grade 7–12 program created in cooperation with Franklin-McKinley School District and Evergreen Valley College with support from San Jose State University. Our feeder middle school students attend classes on our high school campus and our high school students take college courses as early as 11<sup>th</sup> grade. Students graduate with as many as 1-2 years of college credit.
- The Spartan East Side Promise provides a pathway to guaranteed general admission to San Jose State University by clearly specifying admission requirements and actively sharing this information with students and families.

### **Our Vision**

**Each** student graduates prepared for college and career empowered to transform their lives and thrive in a global society.

### **Mission**

We align decisions to create safe, dynamic and relevant learning environments that inspire critical thinking, problem solving and innovation.

### **Core Values**

#### **Commitment to Excellence:**

We believe in continuous improvement through a culture of openness, inquiry and collaboration. We honor those who take responsibility, demonstrate creativity and take initiative.

#### **Diversity:**

We see diversity as a valuable asset that enriches our world-view and strengthens our community.

#### **Equity:**

We allocate resources, develop practices and cultivate mindsets to ensure that **each** student meets or exceeds standards.

#### **Inclusiveness:**

We model personal and professional integrity through processes that are respectful, transparent and proactively engage parents, students, staff and community.

**Professional Capacity:** We believe in and invest in the development of **each** employee and volunteer in our system.

# EAST SIDE UNION HIGH SCHOOL DISTRICT 2020-2021 CALENDAR



JULY					AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7		1	2	3	4				1	2	2	3	4	5	6		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
27	28	29	30	31	31					28	29	30			26	27	28	29	30	30					28	29	30	31	
									15					18					20					17					14
JANUARY					FEBRUARY					MARCH					APRIL					MAY					JUNE				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5	1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
25	26	27	28	29						29	30	31			26	27	28	29	30	31					28	29	30		
				19					15					23					16					20					3

**Total 180 Instructional Days (S1: 84; S2: 96)**

Student/Teacher Calendar	
Teacher Inservice	Aug 10, 2020
<b>First Day of School</b>	<b>Aug 11, 2020</b>
Labor Day	Sep 7, 2020
October Break	Sep 28-Oct 2, 2020
Veterans Day	Nov 11, 2020
Thanksgiving	Nov 25-27, 2020
Holiday Break	Dec 21, 2020-Jan 1, 2021
Martin Luther King, Jr.	Jan 18, 2021
Winter Break	Feb 15-19, 2021
César Chávez (Obsv'd)	Apr 2, 2021
Spring Break	Apr 5-9, 2021
Memorial Day	May 31, 2021
<b>Last Day of School</b>	<b>June 3, 2021</b>
Teacher Inservice	June 4, 2021

Grading Period Ends	Wks
September 18, 2020	6
November 6, 2020	6
<b>December 18, 2020</b>	6
February 12, 2021	6
April 1, 2021	6
<b>June 3, 2021</b>	8



EAST SIDE UNION HIGH SCHOOL DISTRICT

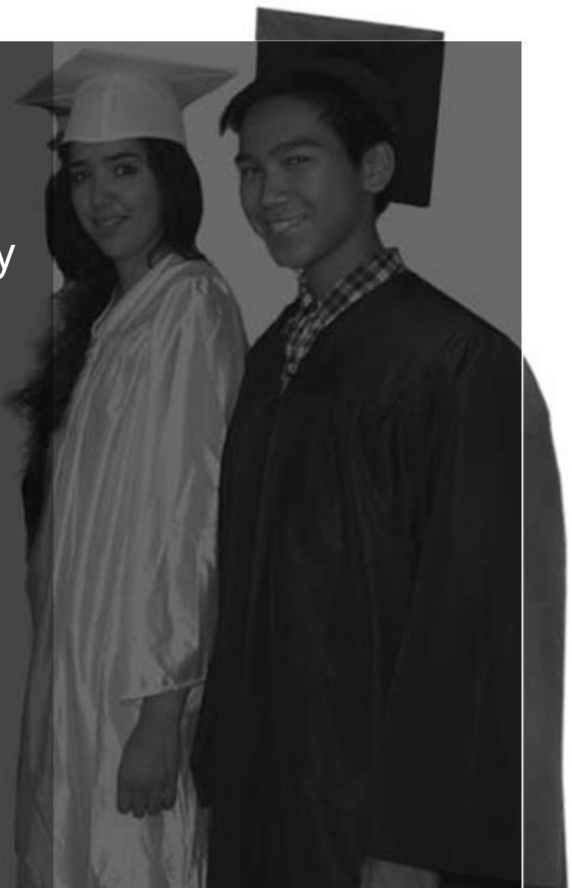
# A-G and Graduation Requirements

The Subject Requirement, more commonly referred to as the “A-G” subject requirements, is one of three requirements needed to enter UC as a freshman. Specifically, students must complete a pattern of 15 college-preparatory courses drawn from the areas of History/Social Science, English, Math, Lab Science, a language other than English, the Visual and Performing Arts and the college-preparatory elective.

Making our schools the most student-centered and innovative academic, athletic, cultural and career-preparatory centers of learning in our community

The Board and staff of East Side Union High School District are committed to improving our schools, helping teachers change the way they teach, and helping students change how they learn and demonstrate their learning. We are committed to giving our students the tools and skills to thrive in the global economy and to be life-long learners who can successfully adapt—and contribute—to society’s changes.

The Board of Trustees have ratified a new Strategic Plan, requiring that every student graduates prepared for college and career, empowered with the tools to thrive in a global society.



**A-G Requirements: Taking steps to close the opportunity gap with access to higher-level course work**

In November 2010, the East Side Union High School District Board of Trustees approved a measure to make the A-G sequence of courses for UC/CSU admission the default curriculum for all students

#### **District Accountability & Goals:**

1. Improve graduation rates
2. Decrease dropout rates
3. Improve A-G completion rates
4. Develop College & Career Readiness Indicators (5Cs) Critical Thinking, Communication, Collaboration, Creativity, and Civic Engagement
5. Decrease the Achievement Gaps as defined in 1-3 and other indicators, such as suspension and expulsion rates

## Alignment with A-G

The UC system labels each subject area or requirement with a letter to easily identify the different course requirements. The chart below shows how the ESUHSD Graduation Requirements align with the A-G requirements.

	ESUHSD Requirements	A-G Requirements
A Social Science	30 Credits	20 Credits
B English	40 Credits	40 Credits
C Mathematics	20 Credits	30 Credits (40 Recommended)
D Lab Sciences	20 Credits	20 Credits (30 Recommended)
E World Language	10 Credits of either World Language or Visual/Performing Arts	20 Credits (30 Recommended)
F Visual and Performing Arts	10 Credits	10 Credits
G Electives	80 Credits	10 Credits
Physical Education	20 Credits	

Each semester of a course with a passing grade is worth 5 credits.

Students who complete the ESUHSD graduation requirements with a “C” or better in Social Science satisfy both the “A” and “G” requirements for UC.

There are variations between UC and CSU A-G Requirements. Students should consult with their counselor about the specific colleges they wish to attend.

### Board Resolution

The default placement for all 9th and 10th graders will be a College (A-G) and/or career-preparatory curriculum. Both Individual Education Plan (IEP) and the EL Master Plan will continue to be honored for student placement and success.

### Passing Grades

For a course to be counted towards the A-G requirements, UC and CSU require that students earn a grade of C or higher.

### Eligibility for College

Parents and students should be aware that completion of the A-G requirements does not guarantee admission to a university. A student’s grade point average and test scores will also be considered. In order to be competitive, students should plan to take higher levels of courses that exceed the A-G requirements. Students should consult their counselor for guidance in this area.



## A-G Eligible Courses

This is a sample list of some of the A-G courses that are commonly offered at ESUHSD high schools. Complete A-G course lists for each school are available at <https://doorways.ucop.edu/list>

<p><b>A</b> (2 years)</p> <p>World History AP World History US History AP US History Government AP Government</p>	<p><b>B</b> (4 years)</p> <p>Language Arts 3 English 1/1A English 2/2A English 3 English 4 AP English Literature AP English Language Genres of Composition Expository Reading and Writing</p>	<p><b>C</b> (3 years)</p> <p>Algebra 1 CCSS Math 1 Geometry CCSS Math 2 Algebra 2 CCSS Math 3 Math Analysis AP Calculus AB AP Calculus BC AP Statistics</p>
<p><b>D</b> (2 years)</p> <p>Biology AP Biology Chemistry AP Chemistry Physics AP Physics Forensic Science Physiology AP Environmental Science</p>	<p><b>E</b> (2 years)</p> <p>French I-III AP French Language Spanish I-III AP Spanish Language AP Spanish Literature Spanish for Heritage Speakers American Sign Language I-III Vietnamese for Vietnamese Speakers Chinese for Heritage Speakers German Japanese</p>	<p><b>F</b> (1 year)</p> <p>Band I-IV Art 1 Choir Photography Multimedia Music Appreciation Guitar Piano Drama AP Art History AP Studio Art</p>
<p><b>G</b> Due to the wide variety of elective courses and the varying range of their availability, please check the A-G course list for specific schools at <a href="https://doorways.ucop.edu/list">https://doorways.ucop.edu/list</a>.</p>		

## Four-Year Course Planner

Below is a sample course schedule for an ESUHSD student who wishes to fulfill the A-G Requirements. Please note that many courses can be taken as Advanced Placement (AP) courses, and will also fulfill A-G Requirements.

9 <sup>th</sup> GRADE		10 <sup>th</sup> GRADE		11 <sup>th</sup> GRADE		12 <sup>th</sup> GRADE	
		A	World History	A	US History	A/G	Government/Econ
B	English 1/1A	B	English 2/2A	B	English 3 or AP	B	English 4 or AP
C	CCSS Math 1	C	CCSS Math 2	C	CCSS Math 3	C	AP Calculus
D	Biology	D	Chemistry	D	Physics	D	AP Science
E	World Language 1	E	World Language 2	E	World Language 3	E/F/G	AP Language
	Physical Education		Physical Education	F/G	Art or Elective	F/G	Art or Elective

**EAST SIDE UNION HIGH SCHOOL DISTRICT  
DISTRICT OFFICE ADMINISTRATION -- 2020-2021**

**Chris D. Funk, Superintendent**

Mary Guillen, Executive Assistant      347-5010  
*Superintendent's Office Fax*              347-5015

**Teresa Marquez, Associate Superintendent – Educational Services**

Julianna Arreola, Administrative Secretary	347-5061
<i>Educational Services Fax</i>	347-5065
Kirsten King, Director of Assessment & Accountability	347-5174
Joan Saito, Coordinator of Data & Assessment	347-5172
Alejandra Gutierrez, Department Secretary	347-5178
Sharon Cavallaro, Ed.D., Director of Special Svcs.	347-5180
Tina Swanson, Coordinator of Special Services	347-5189
Aaron Lott, Coord. of Special Svcs. – Adult Trans. Prog.	347-7620
Florence Cisneros, Administrative Secretary	347-5182
TBD, Department Secretary	347-5181
<i>Special Services Fax</i>	347-5185
Tim Nguyen, Director of Career Services	347-5241
Phuong Nguyen, Database/Applications Support Spec.	347-5244
<i>Career Services Fax</i>	347-5052
Martha Guerrero, Director of Instruction	347-5060
Virginia Estrada Eslaya, Department Secretary	347-5271
TBD, Attendance Secretary/Registrar – ISP	347-5336
<i>Instruction/Professional Development Fax</i>	347-5064
Jenner Perez, Coord. Multi-Tiered Systems of Support	347-5240
Jennifer Ceja, Department Secretary	347-5211
<i>Multi-Tiered Systems of Support Fax</i>	347-5052
Maria Arce, Community Resource Technician	347-5083
<i>Migrant Education Fax</i>	347-5038
Nguyet Dinh, Coord. of Academic Language Dev.	347-5332
Tri Cao, Vietnamese Community Resources Tech.	347-5333
<i>Academic Language Development Fax</i>	347-5335
Chaunise Powell Ed.D., Director of Student Services	347-5331
Lorina Subega, Department Secretary	347-5201
<i>Student Services Fax</i>	347-5335
Traci Williams, Director of Adult Education	928-9310
Rosa Williams, Department Secretary	928-9311
<i>Adult Education Fax</i>	928-9309

**Glenn Vander Zee, Associate Superintendent - Human Resources**

Becky Laguna, Administrative Secretary	347-5251
Clezel Sewell, Director of Equity, Diversity & Inclusion	347-5258
Angie Nunn, Manager of Classified Personnel	347-5261
Jessica Calderon, Department Secretary	347-5257
<i>Human Resources Fax</i>	347-5255
Lisa Alarcon, Benefits Coordinator	347-5141
<i>Benefits fax</i>	347-5035

**Chris Jew, Associate Superintendent - Business Services**

Cenovia P. Romero, Administrative Secretary	347-5051
<i>Business Services Fax</i>	347-5055
Silvia Pelayo, Director of Finance	347-5220
Charles Bickel, Fiscal and Budget Manager	347-5222
TBD, Accounting Manager	347-5221
Nadia Davis, Attendance Acctg./Int'l Student Coord	347-5232
Marisol Esparza, Fiscal/Payroll Manager	347-5230
<i>Payroll Fax</i>	347-5085
Julie Kasberger, Director of General Services	347-5190
Eddie McCrary, Transportation Operations Supervisor	347-5058
Victoriano Frausto, Supervisor of Child Nutrition Svcs.	347-5192
Shilpa Sinha, Department Secretary – Child Nutr.	347-5191
<i>Child Nutrition Services Fax</i>	347-5195
<i>Transportation Fax</i>	347-5295
Andre Bell, Director of Purchasing	347-5070
Loan Huynh, Administrative Secretary	347-5076
<i>Purchasing Fax</i>	347-5075
Luther Dunn, Central Stores	347-5280
<i>Warehouse Fax</i>	347-5285
Randy Phelps, Chief Technology Officer	347-5150
TBD, Asst. Dir. Info. Technology/Computer Support	347-5153
Robert Chen, Systems/Programming Supervisor	347-5270
Anthony Revelo, Coord. Security/Surveillance Systems	347-5541
Kari Munoz, Department Secretary	347-5151
<i>Information Technology Fax</i>	347-5155
Julio Lucas, Senior Manager of the Bond Program	347-5102
Brandie Mayhew, Director of Bond Purchasing & Contracts	347-5079
Sandy Nguyen, Constr. Bond Prog. Controls Mngr.	347-5112
Cathy Nguyen, Capital Budget Manager	347-5042
Tu Nguyen, Capital Projects & Purchasing Mngr.	347-5040
Tom Huynh, Senior Project Manager	347-5013
Jeremy Bright, Project Manager	347-5107
Tuyen Nguyen, Project Manager	347-5116
Shelby Tran, Administrative Secretary – Bond Prog.	347-5111
Elicia Gaska, Administrative Secretary, Capital Purch.	347-5041
Roger Silveira, Director of Facilities, Maint. & Oper.	347-5132
Matt Sidlauskas, Asst. Dir. of Fac., Constr., Maint., & Oper.	347-5134
Melinda Abello, Department Secretary	347-5106
<i>Facilities/Planning Fax</i>	347-5115
Kelly Kwong, Senior Manager of Internal Audits	347-5300
Linda Ornelas, Dir. of Marketing & Public Engagement	347-5014

**EAST SIDE UNION HIGH SCHOOL DISTRICT  
SCHOOL ADMINISTRATION  
2020-2021**

<b>Andrew P. Hill High School</b>	<b>347-4100</b>	<b>Silver Creek High School</b>	<b>347-5600</b>
3200 Senter Road, San Jose, CA 95111		3434 Silver Creek Road, San Jose, CA 95121	
<b>Jose H. Hernandez, Principal</b>	<b>347-4110</b>	<b>Kelly Daugherty, Principal</b>	<b>347-5610</b>
Monica Schneider, Associate Principal (APED)	347-4130	Mary Barrett-Wong, Associate Principal (APED)	347-5630
Long Truong, Associate Principal (APA)	347-4120	Lyra Hua, Associate Principal (APA)	347-5620
<i>Elaine Pineres, Principal's Secretary</i>	<i>347-4111</i>	<i>Aurora Childs, Principal's Secretary</i>	<i>347-5611</i>
<b>Evergreen Valley High School</b>	<b>347-7000</b>	<b>Wm. C. Overfelt High School</b>	<b>347-5900</b>
3300 Quimby Road, San Jose, CA 95148		1835 Cunningham Avenue, San Jose, CA 95122	
<b>Kyle Kleckner, Principal</b>	<b>347-7010</b>	<b>Vito Chiala, Principal</b>	<b>347-5910</b>
Honey Gubuan, Associate Principal (APED)	347-7140	Natalia Gomez, Associate Principal (APED)	347-5920
David Boostani, Associate Principal (APA)	347-7170	Yovi Murillo, Associate Principal (APA)	347-5913
Dr. Geordie Hamilton, Dean	347-7198	<i>Danille Dunn, Principal's Secretary</i>	<i>347-5911</i>
<i>Angelica Rosete, Principal's Secretary</i>	<i>347-7011</i>	<b>Yerba Buena High School</b>	<b>347-4700</b>
<b>Independence High School</b>	<b>928-9500</b>	1855 Lucretia Avenue, San Jose, CA 95122	
617 N Jackson Avenue, San Jose, CA 95133		<b>Mary Pollett, Principal</b>	<b>347-4710</b>
<b>Bjorn Berg, Principal</b>	<b>928-9510</b>	Dr. Jesus Marron, Associate Principal (APED)	347-4720
Paul Landshof, Associate Principal (APED)	928-9513	Marco Osuna, Associate Principal (APA)	347-4730
Shelby Edwards, Associate Principal (APA)	928-9520	<i>Bertha Zamora, Principal's Secretary</i>	<i>347-4711</i>
Ricardo Salgado, Dean	928-9560	<b>Calero High School</b>	<b>347-7600</b>
<i>Rebecca Robles, Principal's Secretary</i>	<i>928-9511</i>	420 Calero Avenue, San Jose, CA 95123	
<b>James Lick High School</b>	<b>347-4400</b>	<b>Liz Gutierrez, Principal</b>	<b>347-7610</b>
57 N. White Road, San Jose, CA 95127		<i>Marialicia Serna, Principal's Secretary</i>	<i>347-7611</i>
<b>Marco Menéndez, Principal</b>	<b>347-4410</b>	<b>Foothill High School</b>	<b>928-9100</b>
Louis Barocio, Associate Principal (APED)	347-4420	230 Pala Avenue, San Jose, CA 95127	
Elizabeth Dinh, Associate Principal (APA)	347-4440	<b>Noemi Ramirez, Principal</b>	<b>928-9110</b>
<i>Sheri Bonaccorso, Principal's Secretary</i>	<i>347-4411</i>	Tim Ewers, Dean	928-9120
<b>Mt. Pleasant High School</b>	<b>937-2800</b>	<i>Janice Leonardo, Principal's Secretary</i>	<i>928-9111</i>
1750 S. White Road, San Jose, CA 95127		<b>Small but Necessary Schools</b>	
<b>David E. Brown, Principal</b>	<b>937-2810</b>	<b>Apollo High School</b>	<b>928-5400</b>
Dr. Adriana Rangel, Associate Principal (APED)	937-2830	1835 Cunningham Avenue, San Jose, CA 95122	
Alberto Solorzano, Associate Principal (APA)	937-2820	<b>Vito Chiala, Principal</b>	
<i>Susan Flores, Principal's Secretary</i>	<i>937-2811</i>	<b>Yovi Murillo, Associate Principal</b>	<b>347-5913</b>
<b>Oak Grove High School</b>	<b>347-6500</b>	<b>Pegasus High School</b>	<b>928-9597</b>
285 Blossom Hill Road, San Jose, CA 95123		1776 Educational Park Drive, San Jose, CA 95133	
<b>Martha Brazil, Principal</b>	<b>347-6510</b>	<b>Bjorn Berg, Principal</b>	
Karen Aragon, Associate Principal (APED)	347-6540	<b>Paul Landshof, Associate Principal</b>	<b>928-9513</b>
Michael McCoy, Associate Principal (APA)	347-6520	<b>Phoenix High School</b>	<b>347-6291</b>
<i>Isabel Chadinha, Principal's Secretary</i>	<i>347-6511</i>	6150 Snell Avenue, San Jose, CA 95123	
<b>Piedmont Hills High School</b>	<b>347-3800</b>	<b>Dr. Vivian Rhone-Lay, Principal</b>	
1377 Piedmont Road, San Jose, CA 95132		<b>Accel Program</b>	<b>274-7900 x6881</b>
<b>Ginny Davis, Principal</b>	<b>347-3810</b>	3095 Yerba Buena Road, San Jose, CA 95135	
Nancy Pereira, Associate Principal (APED)	347-3820	<b>Jenner Perez, Coordinator</b>	<b>347-5240</b>
Andrew Campbell, Associate Principal (APA)	347-3830	<b>Adult Education Program</b>	
<i>Asha Lujan, Principal's Secretary</i>	<i>347-3811</i>	<b>Independence Adult Center</b>	<b>928-9300</b>
<b>Santa Teresa High School</b>	<b>347-6200</b>	625 Educational Park Drive, San Jose, CA 95133	
6150 Snell Avenue, San Jose, CA 95123		<b>Traci Williams, Director</b>	<b>928-9310</b>
<b>Dr. Vivian Rhone-Lay, Principal</b>	<b>347-6210</b>	<b>Jorge Silva, Adult Education Supervisor</b>	<b>928-9401</b>
Michael Payne-Alex, Associate Principal (APED)	347-6230	<b>Harkirat Mann, Adult Education Supervisor</b>	<b>928-9337</b>
Michael Scialabba, Associate Principal (APA)	347-6220	<i>Rosa Williams, Department Secretary 928-9311</i>	
<i>Maria Mersay Mattos, Principal's Secretary</i>	<i>347-6211</i>	<b>Overfelt Adult Center</b>	<b>254-8100</b>
		1901 Cunningham Avenue, San Jose, CA 95122	
		<b>Traci Williams, Director</b>	<b>928-9310</b>
		<b>Kathleen Frye, Adult Education Supervisor</b>	<b>254-8110</b>

# Community Resources

## *Crisis/Help*

24-7 Teen Hotline.....	888.247.7717
Alum Rock Counseling Mobile Crisis Services.....	408.294.0579
Bill Wilson Center Safe Place (24 Hr. Emergency Housing for Teens).....	408.243.0222
CA Smoker's Helpline.....	800.NO.BUTTS
Child Abuse Reporting/Services.....	408.299.2071
Children's Shelter.....	408.558.5400
Contact Cares (Counseling).....	408.279.8228
EMQ Crisis Hotline (Mobile Crisis Team).....	408.379.9085
Mental Health Call Center.....	800.704.0900
Next Door (Solutions to Domestic Violence).....	408.279.2962
Suicide & Crisis Hotline.....	855.278.4204
YWCA 24 Hour Rape Crisis.....	800.829.3777

## *Health*

Alanon/Alateen (Alcohol).....	408.379.1051
Alcoholics Anonymous.....	408.374.8511
Center for Disease & Control...AIDS, STD's, Immunizations, etc.....	800.232.4636
Center for Disease & Control...Hearing Impaired.....	888.232.6348
Children's Health Initiative,Medi-Cal, Free/Reduced Health Insurance.....	888.244.5222
Planned Parenthood.....	408.277.0777

## *Law Enforcement*

Silicon Valley Crime Stoppers.....	408.947.STOP Crime
Prevention Unit.....	408.277.4133
San Jose P.D. Missing Persons.....	408.277.4786

## *Parent/Family Services & Programs*

Alum Rock Counseling Center.....	408.294.0500
Billy DeFrank Gay & Lesbian Community Center.....	408.293.4525
CA. Parent Center.....	877.9.PARENT Centre for
Living with Dying.....	408.243-0222
Children, Family & Community Services.....	408.272.6518
Legal Advocates for Children and Youth (L.A.C.Y.).....	408.280.2440

For more resources visit:

<http://www.esuhd.org/Students--Parents/Resources/index.html>

# SCHOOL ATTENDANCE BP 5113, BP5113.1, AR 5113.1

Attendance matters! Students shall attend school on time, all day, and every day when school is in session. The Governing Board believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

## Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (*Education Code 46010, 48216, 48205*)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 through 12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (*Education Code 46010.1*)

## Definitions

A chronic absentee is a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the District, exclusive of Saturdays and Sundays. (*Education Code 60901*)

A truant is a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (*Education Code 48260*)

A habitual truant is a student who has been reported as a truant three or more times within the same school year, provided the District has made a conscientious effort to hold at least one conference with the student and his/her parents/guardians. (*Education Code 48262, 48264.5*)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of trancies he/she has committed:

## Initial Truancy

- a. The student shall be reported to the attendance supervisor. (*Education Code 48260*)
- b. The student's parents/guardians shall be notified by the most cost-effective method possible, which may include email, letter or a telephone call, that: (*Education Code 48260.5*)
  - (1) The student is truant.
  - (2) The parents/guardians are obligated to compel the student to attend school. If the parents/guardians fail to meet this obligation, they may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
  - (3) Alternative educational programs are available in the District.
  - (4) The parents/guardians have the right to meet with appropriate school personnel to discuss solutions to the student's truancy.

East Side Union High School District has developed strategies that focus on prevention of attendance issues, which include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The District shall work with students, parents/guardians, school staff and community agencies and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance issues.

### **Notification of Truancy Letter**

An automated truancy letter will be mailed to notify parents/guardians of students between the ages of six and 18 years when their child has accumulated three or more unexcused absences, early leaves and/or tardies of 30 minutes or more in the school year for which a valid excuse was not provided. Absences that meet this criterion will be counted toward truancy classification. Pursuant to Education Code 48260.5, upon a pupil's initial classification as a truant, the school district shall notify the parents/guardians, by mail or other reasonable means of the following:

- The pupil is truant.
- That the parent or guardian is obligated to compel the attendance of the pupil at school.
- That parents or guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution.
- That alternative educational programs are available in the District.
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- That the pupil may be subject to prosecution.
- That the pupil may be subject to suspension, restriction or delay of the pupil's driving privilege.
- That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

If you feel absences reported are in an error, please contact the school. Corrections and updates to attendance data and records are not allowed after the attendance period has closed.

### **Notification of Chronic Absenteeism**

An automated letter will be emailed or mailed to notify parents/guardians of students when their child has received 1, 4, 7, 10, 13 excused and/or unexcused absences. The family may also receive a call from an East Side Union High School member to provide additional information regarding chronic absenteeism and to identify supports that may be put into place to support the students improved attendance.

### **Attendance Review Conferences**

Attendance Review Conferences (ARCs) are coordinated by each school site and provide parents and students with an opportunity to build and strengthen relationships directly with key staff (e.g., Associate Principal, Advisor, Social Worker, Parent and Community Involvement Specialist, Academic Counselor, Student Advisor, etc.), as well as discuss individual attendance concerns and site-based services and supports.

During the 20-21 school year, the East Side Union High School District may suspend Attendance Review Conferences due to the Coronavirus pandemic. School site personnel will engage in direct outreach calls to families in order to provide an opportunity to build and strengthen relationships; as well as discuss individual concerns and site-based services and supports.

### **School Attendance Review Board**

The School Attendance Review Board (SARB) is coordinated by the District Office and has the authority to enforce compulsory education laws in an effort to divert students with school attendance or behavior problems from the juvenile justice system. The SARB panel will conduct hearings and issue formal directives in response to the specific facts of each referral. The directives may include specific referrals to community services or agencies, as well as requiring that the student and/or parent or guardian provide satisfactory evidence of participation in the community services or agencies. The SARB may refer cases to the District Attorney or Probation if the pupil or the parents or guardians of the pupil, or both, have failed to respond to directives or to services provided. The SARB may also assign students to a different educational placement.

Any pupil is deemed a "habitual truant" who has been reported as a truant three (3) or more times per school year and an appropriate district officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil himself/herself [Education Code 48262].

### **Short Term Independent Study**

Short Term Independent Student (STIS) is an alternative education strategy, not a separate program, for students who are unable to attend school for an extended period of time. The request for STIS must be approved by an Administrator. STIS may be approved for at least 5 days, but not more than 15 days per semester. If approved, its purpose is to allow students to remain current with regular course work while away from school. Please note, for the 2020-2021 school year, STIS may look different during the time we are on distance learning.

## IMMUNIZATION REQUIREMENTS FOR GRADES 9-12

To enter or transfer into public and private elementary and secondary schools (grades Kindergarten through 12, children under age 18 years) must have:

VACCINE	REQUIRED DOSES	
1) Polio	4 doses at any age, but	3 doses if at least one was given on or after the 4 <sup>TH</sup> birthday
2) Diphtheria, Tetanus and Pertussis (age 7 years and older pertussis not required) Td., DT, more (Td) or DTP, DTaP or any combination of these	5 doses at any age, but	4 doses if at least one was on or after the 4 <sup>TH</sup> birthday. If last dose was given before the 2nd birthday, one dose is required. 3 doses okay if at least one dose was given on or after 7 <sup>th</sup> birthday
3) Hepatitis B	3 doses	
4) Measles, Mumps, Rubella (MMR)	2 doses	must be given on or after 1st birthday
5) Varicella	2 dose	
6) Tdap Booster, (Tetanus reduced diphtheria, and pertussis)	1 dose	must be given on or after 7th birthday

Tuberculin Skin Tests (TST)—The new Santa Clara County Public Health Department Risk Assessment for School Entry form will be required for school registration effective June 1, 2014 for all children enrolling in kindergarten or transferring, at any grade level, from outside of Santa Clara County.

A California law (AB 354) requires that all students entering grades 7-12 be vaccinated against pertussis (whooping cough).

Parents are asked to obtain a record of their child's Tdap booster and bring the immunization record to their child's school as soon as possible. Otherwise, schedules will be withheld on the first day of school.

### **Administration of Medication**

Any student who is required to take, during the regular school day, medication (prescribed or over-the-counter) may be assisted by the school nurse or other designated school personnel if the school district annual receives:

- A written statement from the physician or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken;
- A written statement from the parent or guardian indicating the desire that the school district assist the student in the matters set forth in the physician's or physician assistant's statement.
- Parent or guardian generated changes or modifications to the medication administration directions will not be acted upon unless such changes are received in writing from the physician or physician assistant.

Students may not carry or use medication on campus without written consent. However, students may carry and self-administer certain medications (e.g. inhaled asthma medication or auto-injectable epinephrine medication) if the school district receives the following documentation:

- A written statement from the physician or physician assistant detailing the name of the medication, method, amount and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; and
- A written statement from the parent or guardian of the student consenting to the self-administration, providing release for the credentialed school nurse or other health care personnel to consult with the physician/physician assistant regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reactions. (Education Code 49423)

Education Code 49414 requires school districts to provide emergency epinephrine auto-injectors to school nurses and trained personnel who have volunteered and are authorized to use epinephrine auto-injectors to provide emergency medical aid to individuals who are suffer, or reasonably believed to be suffering, from an anaphylactic reaction (severe allergic reaction).

#### **Communicable Diseases**

With written parent/guardian consent, a licensed physician (or a nurse acting under the direction of a supervising physician) may administer an immunizing agent. (Education Code 49403)

#### **Physical Examinations**

If parent/guardian does not wish to have their student undergo a physical health examination at school (including vision and hearing screenings), they must file an annual written statement to that effect with the school principal. (Education Code 49451)

#### **Health Insurance**

##### **Need Insurance or Health Care Information?**

The District does not provide medical insurance coverage for school accidents. This means that each family is responsible for their medical bills if a student gets hurt during school activities. In accordance with Education Code Section 49472, the District is making available a low cost medical/dental insurance program through Pacific Educator's Inc. More information is available on our website at <http://www.esuhdsd.org/Community/BusinessFinance/Student-Insurance/index.html>.

An insurance brochure, showing the coverage options, is available at each school site. The Student Health Care and "High Option" 24-Hour Accident plans are especially recommended for those families with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, 24 hours a day. If your family does have other health coverage, student insurance may also be used to help pay those charges not covered by your family insurance.

A School Based Clinic is located at W. C. Overfelt. This Health Clinic provides primary medical care for students at this school. Hours are from 8am-4:30pm Monday through Friday.



## **ENROLLMENT/RESIDENCY BP5111.1**

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (*Education Code 48980*)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (*5 CCR 432*)

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into the citizenship or immigration status of students or their family members.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

### **Investigation of Residency**

The Superintendent or designee may assign a trained district employee to conduct the investigation if specific articulable facts exist supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. The investigation may include the examination of records, including public records, home visits, and/or interviews of persons who may have knowledge of the student's residency.

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology for the collection of images is not covert if the technology is used in open and public view. (*Education Code 48204.2*)

Any employee or authorized representative engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (*Education Code 48204.2*)

### **Appeal of Enrollment Denial**

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (*Education Code 48204.2*)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision in writing and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (*Education Code 48204.2*)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal to the Superintendent or designee of a determination that district residency requirements were not met, the Superintendent shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision within 10 school days of receipt of the parent/guardian's request for the appeal. The Superintendent's decision shall be final.

### **Enrollment Not Requiring District Residency**

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052. District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (*Education Code 52317*)

### **Transfer Options**

Parents/guardians may submit a request for their student to attend a school in a different attendance area other than the area where they live. Parents/guardians may request a transfer to a school within the East Side Union High School District (intradistrict) or in a different district (interdistrict).

### **Open Enrollment (Intradistrict Transfers)**

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. The request form may be obtained from the student's school of residence or online. The completed form must be submitted to the school principal. An intradistrict transfer must be approved by both schools involved in the transfer.

Priority for attendance outside a student's attendance area shall be given as follows:

1. If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another district school or charter school.
2. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.
3. Priority may be given to siblings of students already in attendance in that school.
4. Priority shall be given to students whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. Except as required for transfers out of Title I Program Improvement schools, the District shall not be obligated to provide transportation for students who attend school outside their attendance area.

To appeal a denial, submit your appeal in writing to the Director of Student Services. Please see Board Policy 5116.1.

### **Interdistrict Transfers**

The form to request a transfer to a different school district may be obtained from the District or online and is submitted to the office of Student Services. Both districts must approve the request. Transportation to the new school is the responsibility of the parent/guardian.

### **Students with Temporary Disabilities**

A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside the District, the student may be eligible to attend the school district in which the hospital is located. If this situation should arise, it is the primary responsibility of the parent of the pupil to notify both the district where you reside and the district where the hospital is located so that individualized instruction, if possible, can be provided.

# OPPORTUNITIES FOR PARENT INVOLVEMENT

## Parent Involvement in School Committees

Every school in the district is committed to involving parents in the educational process. Numerous opportunities are available at each site. Some examples include:

- **School Site Council**—A committee of teachers, counselors, parents, students and administrators who are responsible for planning and sustaining the School Improvement Program and the School Safety Plan per SB 187.
- **School Advisory Committee and English Learners Advisory Committee**—These two committees include parents, staff and community members who advise the school on how best to serve non-English speakers and students scoring below grade level in math and reading.
- **Special Committees**—Advisory and information parent and staff committees who meet regularly to plan ways to assist and support magnet and academy program students, non- English speaking students and underachieving students.
- **Safety Council**—Each school has a group that meets to review, strengthen and monitor the implementation of the school’s Safety Plan. Contact your school’s Associate Principal for more information.
- **Booster Clubs**—These clubs usually provide support and direction to extracurricular activities on the campus.
- **District Advisory Committee/District English Learners Advisory Committee (DAC/DELAC)**  
A group of parents, staff and community members, by elected School Site Committees, to provide on-going advice to the Superintendent and Board of Trustees:

1. Coordinating community resources in a concerted effort to address the academic needs of all students.
2. Evaluate the consolidated application programs and review information relative to the objectives of the programs to parents and the school community.
3. Overseeing all state and federal programs to ensure that the needs of the specific targeted student population (Special Education, EL, Title 1, and At-Risk) are being met in an effective, culturally appropriate and timely manner.
4. Giving the DAC/DELAC membership a communications forum to actively communicate and share interests, experiences, knowledge and concerns with each other.
5. The information is shared at each School Site Council’s meetings.

### DAC/DELAC & LCAP District Advisory Committee Meeting Schedule for 2020-2021

DATE	TIME	LOCATION
August 25, 2020	3:45pm – 5:00pm.	District Board Room
October 6, 2020	3:45pm – 5:00pm	District Board Room
November 3, 2020	3:45pm – 5:00pm	District Board Room
January 5, 2021	3:45pm – 5:00pm	District Board Room
March 2, 2021	3:45pm – 5:00pm	District Board Room
May 4, 2021	3:45pm – 5:00pm	District Board Room

## **PARENT RIGHTS AND RESPONSIBILITIES BP5020**

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

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

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

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

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

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

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

## **PARENTAL NOTIFICATIONS BP5145.6**

The Governing Board recognizes that notifications are essential to effective communication between the school and the home and to keeping parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send students and parents/guardians all notifications required by law and any other notifications he/she believes will promote parental understanding and involvement.

Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. (*Education Code 48981*)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur. (*Education Code 48983-48984*)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (*Education Code 48982*)

Whenever a student enrolls in a district school during the school year, his/her parents/guardians shall be given all required parental notifications at that time.

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (*Education Code 48981, 48985*)

Whenever an employee learns that a student's parent/guardian is for any reason unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

# MONITOR YOUR STUDENT'S PROGRESS

## ANNUAL CHECKLIST

1. Review your student's schedule of classes.
2. Contact teacher(s) and/or counselor regarding any academic or personal concerns.
3. In consultation with your child's counselor, determine at the end of each semester if your student needs to make up credits by enrolling in summer school classes, adult education classes or community college classes.
4. Keep all school information/report cards in one location at home.
5. Review high school graduation requirements to make sure the correct courses and tests are being taken.
6. Check on attendance. Students who attend school regularly have more success in their classes.
7. Expect a progress report or report card in the mail every six weeks. If there are any D's or F's, contact the teacher.
8. Don't wait to hear from the school. Call teachers directly to check, especially if you have concerns. Keep your address and phone numbers up-to-date at the school in case of an emergency.
9. Help to establish a daily routine for homework. Determine when and where studying will take place.
10. Get to know their friends. Encourage them to study with friends and provide places for them to meet.
11. Encourage students to get involved in school activities - sports, drama, music, clubs, etc.
12. Participate in Back-to-School Night and get to know your student's teachers.

## IMPORTANT STEPS

### 9TH GRADE

- Students should start 4-year plan to ensure they take all the required courses.
- Parents should review student's schedule of classes for the 10th grade.
- **Parents and students should attend the District's College Night tentatively scheduled for OCTOBER 8<sup>th</sup>. More information will follow.**
- Students should keep records of community involvement and extracurricular activities for college and/or work applications.
- Parents should review semester report card and if the student has failed any courses explore summer school options. (contact school counselor)
- Parents should check class selections for 10th grade.
- Parents and students should review and update student's 4-year plan and check progress toward meeting graduation requirements and UC A-G or CSU requirements.

**Students should have 60 units at the end of 9th grade.**

### 10TH GRADE

- If given, all 10<sup>th</sup> graders will be given this test free of charge. The PSAT gives students a preview of the types of questions that will appear on the Scholastic Aptitude Test (SAT).
- **Parents and students should attend the District's College Night tentatively scheduled for OCTOBER 8<sup>th</sup>. More information will follow.**
- Students should keep records of community involvement and extracurricular activities for college and/or work applications.
- Parents should review semester report card and if the student has failed any courses explore summer school options. (contact school counselor)
- Parents should check class selections for 11th grade.
- Parents and students should review and update student's 4-year plan and check progress toward meeting graduation requirements and UC and CSU requirements.

**Students should have 120 units at the end of 10th grade.**

### 11TH GRADE

- If given, juniors may take the test for a fee, or they may apply for a fee waiver. The PSAT gives students a preview of the types of questions that will appear on the Scholastic Aptitude Test (SAT). 11th grade scores from this test are used to determine candidates for the National Merit Scholarships.
- Students should utilize computers for college and/or career information.
- Students should begin planning and make appointments with recruiters if they are interested in the military.
- Due to the changes in admission requirements due to COVID-19, juniors may not need to take SAT or the SAT Subject Tests in math, writing and an additional subject area, such as foreign language, science, English literature or social science. Students interested in applying to four-year universities should check the admission requirements of their preferred universities as well as the College Board's website for the most updated testing information.
- **Parents and students should attend the District's College Night tentatively scheduled for OCTOBER 8<sup>th</sup>. More information will follow.**
- Students and parents should explore financial aid procedures and options, the school's career center has valuable information for students.

- Students should begin identifying teachers and community people who can write letters of recommendation for college.
- Students should keep records of community involvement and extracurricular activities for college and/or work applications.
- Parents should review semester report card and if your student has failed any courses explore summer school options (contact school counselor).
- Parents should check class selections for 12th grade.
- Parents and students should review and update student's 4-year plan and check progress toward meeting graduation requirements and UC and CSU requirements.

**Student should have 180 units completed at the end of the 11th grade.**

#### **12TH GRADE**

- Due to the changes in admission requirements due to COVID-19, seniors may not need to take SAT or the SAT Subject Tests in math, writing and an additional subject area, such as foreign language, science, English literature or social science. Students applying to four-year universities should check the admission requirements of their preferred universities as well as the College Board's website for the most updated testing information.
- Students should review their credit status for graduation to ensure that they have taken all the necessary courses. Contact a counselor if there are questions or concerns.
- Parents and students should review and update student's 4-year plan and check progress toward meeting graduation requirements and UC and CSU requirements.
- Students should participate college visitations/activities and start sending in applications for admission to colleges.
- Students and parents should attend school sponsored financial aid workshops.
- **Parents and students should attend the District's College Night tentatively scheduled for OCTOBER 8<sup>th</sup>. More information will follow.**
- Students should check the deadline for college applications for admission into University of California and California State Universities; it is usually the end of November.
- Parents and students should check deadlines for submission of Financial Aid forms.
- Students should take advantage of district sponsored visits and orientations for community colleges and colleges.

**Students should have a minimum of 220 units completed at the end of the 12th grade**

# FORMAL COMPLAINTS FROM THE PUBLIC AR 1312.1

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the district and or an individual employee, and whether it should be resolved by the district's process for complaints concerning personnel and or other district procedures.

To promote prompt and fair resolution of the complaint, the following procedures shall govern the resolution of complaints against district employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns.
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to district personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to the Superintendent shall be initially filed in writing with the Board.
4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements.
5. A written complaint shall include:
  - A. The full name of each employee involved
  - B. A brief but specific summary of the complaint and the facts surrounding it
  - C. A specific description of any prior attempt to discuss the complaint w/the employee and failure to resolve the matter.
6. Staff responsible for investigating complaints shall attempt to resolve the complaint to the satisfaction of the parties involved within 30 days.
7. Both the complainant and the employee against whom the complaint was made may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who shall attempt to resolve the complaint to the satisfaction of the person involved within 30 days. Parties should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
8. Before any Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:
  - A. The full name of each employee involved
  - B. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the parties as to the precise nature of the complaint and to allow the parties to prepare a response
  - C. A copy of the signed original complaint
  - D. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons
9. The Board may uphold the Superintendent's decision without hearing the complaint.
10. All parties to a complaint may be asked to attend a Board meeting to clarify the issue and present all available evidence.
11. A closed session may be held to hear the complaint in accordance with law.
12. The decision of the Board shall be final. Any complaint of child abuse or neglect alleged against a district employee shall be reported to the appropriate local agencies in accordance with law, Board policy and administrative regulation.

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

The Board prohibits any form of retaliation against any complainant in the complaint process alleging discrimination, harassment, intimidation or bullying. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

**EAST SIDE UNION HIGH SCHOOL DISTRICT**  
**Formal Public Complaint Against a District Employee**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Principal/Immediate Supervisor

\_\_\_\_\_  
Location

From: \_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

Name of person(s) against whom this complaint is being filed:

\_\_\_\_\_

Nature of the complaint:

**\*\*This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your concern. Please feel free to use additional pages, as necessary, to fully describe your concern(s).**

I certify that the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Originator

\_\_\_\_\_  
Signature of Originator

Copies are distributed to: Principal or Immediate Supervisor, Staff Member, Originator



# UNIFORM COMPLAINT PROCEDURES (UCP) BP 1312

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, compensatory education programs, after school education and safety programs, Every Student Succeeds Act / No Child Left Behind, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person in district programs and activities, including, but not limited to, 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 race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
9. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
10. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be

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

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

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

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

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Director of Equity, Diversion & Inclusion  
Uniform Complaint Policy (UCP) Administrator  
East Side Union High School District  
Address: 830 North Capitol Ave  
San Jose, CA 95133

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

# WILLIAMS UNIFORM COMPLAINT PROCEDURES AR 1312.4

## A. Types of Complaints

The District shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code Section 35186)

### 1. Textbook and instructional materials:

- a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or State- or District-adopted textbooks or other required instructional materials to use in class.
- b. A pupil does not have access to instructional materials to use at home or after school.
- c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage. (cf. 6161.1 - Selection and Evaluation of Instructional Materials) AR 1312.4(b)
- d. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

### 2. Teacher vacancy or misassignment

- a. A semester begins and a certificated teacher is not assigned to teach the class. Vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (Education Code Section 35186)
- b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner students in the class. (cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)
- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

### 3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff. Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code Section 17592.72)
- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code Section 35292.5.

*Clean or maintained restroom* means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code Section 35292.5)

*Open restroom* means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code Section 35292.5)

## B. Filing of Complaint

1. A complaint alleging any condition(s) specified above shall be filed with the principal or designee at the school in which the complaint exists. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee within 10 working days. (Education Code Section 35186);

A complaint alleging any deficiency specified in item #4 above shall be filed with a District official designated by the Superintendent. Such complaints may be filed at the District office or at a school site and shall be immediately forwarded to the Superintendent or designee.

2. The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/ she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code Section 35186);

3. Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is required, the responses shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code Section 35186). If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code Section 36186); when Education Code Section 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code Section 35186)
4. For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item (a) above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the District's response (Education Code Section 35186). The complainant shall comply with the appeal requirements of 5 CCR 4632. A copy of the complaint and the District decision needs to be attached.

#### **C. Reports**

1. The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code Section 35186)

#### **D. Forms and Notices**

1. The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the District's complaint form in order to file a complaint. (Education Code Section 35186) The Superintendent or designee shall ensure that the District's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code Section 35186) The school shall have a complaint form available for such Williams identified complaints. The complainant need not use the Williams complaint form to file a complaint. The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code Section 35186. The complaints and responses shall be available as public records. (Education Code Section 35186(d), 5 CCR 4686)

#### **E. Notice to Parents/Guardians: Complaint Rights**

1. Education Code Section 35186 requires that the following notice be posted in each classroom in each school in the District.
  - a. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
  - b. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe and functional as determined by the Office of Public School Construction.
  - c. There shall be no teacher vacancies or misassignments.
  - d. To file a complaint regarding the above matters, complaint forms can be obtained at the principal's office, district office, or can be downloaded from the school district's or California Department of Education's website.

**EAST SIDE UNION HIGH SCHOOL DISTRICT**  
**Williams Uniform Complaint Procedure Form**  
**For Education Code Section 35186 Complaints**

*Education Code* (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested:

- Yes
- No

Name (Optional): \_\_\_\_\_ Mailing Address (Optional): \_\_\_\_\_

Phone Number Day (Optional): \_\_\_\_\_ Evening (Optional): \_\_\_\_\_

**Issue of complaint (please check all that apply):**

**1. Textbooks and Instructional Materials**

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

**2. Facility Conditions**

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

**3. Teacher Vacancy or Misassignment**

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_

Location of Problem (School Name, Address, and Room Number or Location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

## STUDENT RECORDS BP5125

The Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law.

The Superintendent or designee shall establish regulations governing the identification, collection, retention and security of student records. These regulations shall ensure the rights of authorized persons to have timely access to student records while maintaining the confidentiality of student records consistent with state and federal law.

The Superintendent or designee shall designate a certificated employee to serve as custodian of records; with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board Policy and Administrative Regulation regarding student records. *(5 CCR 431)*

All appropriate personnel shall receive training regarding district policies and procedures for gathering and handling sensitive student information.

The district shall not collect or solicit social security numbers or the last four digits of social security numbers of students or their parents/guardians, unless otherwise required to do so by state or federal law. *(Education Code 49076.7)*

No information or documents regarding the citizenship or immigration status of students or their family members shall be collected, except as required by state or federal law or as required to administer a state or federally supported educational program. The Superintendent or designee shall not disclose student records to a person, agency, or organization for immigration enforcement purposes without parental consent, a court order, or a judicial subpoena. If a district employee receives such a request, he/she shall immediately report the request to the Superintendent. The Superintendent shall report the request to the Board in a timely manner that ensures the confidentiality and privacy of any potentially identifying information. *(Education Code 234.7)*

The Superintendent or designee shall not compile a list, registry, or database based on students' national origin, ethnicity, or religious belief, practice, or affiliation, nor shall he/she disclose student information to federal government authorities for the purpose of compiling such a list, registry, or database for purposes of immigration enforcement. Such information may only be compiled or exchanged with other local, state, or federal agencies if the information is aggregated and is not personally identifiable. *(Government Code 8310.3)*

### **Contract for Digital Storage, Management, and Retrieval of Student Records**

The district may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.



## MANDATORY HIV/AIDS CURRICULUM OPT-OUT REQUEST FORM

California state law requires that HIV/AIDS prevention education is taught in middle school and in high school. If comprehensive sexual health education is taught, the District shall follow state laws (California Education Code Section 51933). The District may not pick and choose topics to teach.

HIV/AIDS prevention instruction includes:

- Information on HIV/AIDS and how it affects the body.
- How HIV is and is not spread.
- Discussion of ways to lower the risk of HIV, including:
- Sexual abstinence and the latest medical information on ways to prevent sexually transmitted HIV infection.
- Discussion of the public health issues related to HIV/AIDS.
- Places for HIV testing and medical care.
- Making good decisions and staying away from risky activities.
- Discussion about society's views on HIV/AIDS, and people with HIV/AIDS.

You can examine instructional materials for this unit of instruction at the main office of your son or daughter's high school. If you have questions, please see the teacher or principal. State law allows you to remove your student from comprehensive sexual health education or HIV/AIDS prevention education. If you *do not want your student to participate* in the comprehensive sexual health or HIV/AIDS prevention instructional program, please return the *Lesson Withdrawal Form* that follows this letter to the Assistant Principal by **December 1**.

The goal of a comprehensive sexual health education program is to help students learn the facts and to make good decisions now, and later in life.

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### HIV/AIDS CURRICULUM OPT-OUT

By returning this form, I do not give permission for my child to take part in the HIV/AIDS prevention education unit.

(Please Print) My child's name is: \_\_\_\_\_

Student ID#: \_\_\_\_\_

School: \_\_\_\_\_

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

Date: \_\_\_\_\_

**PLEASE RETURN TO YOUR SCHOOL SITE ADMINISTRATION.**



## ELECTRONIC GPA SUBMISSION OPT OUT FORM

Assembly Bill (AB) 2160 requires that public schools electronically submit a grade point average (GPA) to the California Student Aid Commission for all grade 12 pupils each academic year. These GPAs are used to assist students in qualifying for financial aid for post high school education.

Grade 11 parents and students may choose to opt out of the electronic GPA submission, but must do so in writing by April 1<sup>st</sup> each year. Any opt out forms submitted after this date may not be honored.

If you, as a student or parent/guardian, do not want a GPA submitted electronically to the California Student Aid Commission, please complete the form on the back of this page and submit the entire document to your school's principal no later than April 1st.

---

### Electronic GPA Submission Opt Out Form

**Student Name:** \_\_\_\_\_  
(Clearly print Student Name)

**Student ID#:** \_\_\_\_\_  
(Clearly print Student ID#)

As the parent/guardian of the student named above OR as said student, I do not give my permission for the East Side Union High School District to electronically submit a GPA to the CA Student Aid Commission.

\_\_\_\_\_  
(Parent/Guardian or Student Signature)

\_\_\_\_\_  
(Date)

**PLEASE RETURN TO SCHOOL SITE BY APRIL 1<sup>ST</sup>.**





## STUDENT INFORMATION RELEASE FORM

Under Federal and State law, school districts may share student directory information with authorized individuals, organizations and/or officials. Pursuant to California Education Code section 49073, ESUHS D has identified the categories of information listed below as directory information that may be released to the officials and organizations named below. Parents of students 17 years or younger and adult students 18 years or older may request the school principal limit the release of directory information or not release directory information at all. The request to withhold the student directory information is applicable only to the current school year.

Additionally, pursuant to California Education Code Section 69432.9, each grade 12 student will be deemed a Cal Grant applicant, unless the student is opted out. For seniors who have not opted out, school districts are required to submit their grade point averages (GPAs) to the California Student Aid Commission (CSAC) for the purpose of determining Cal Grant eligibility and making appropriate financial aid awards for college. Without the GPA information verified by the school district, CSAC will not be able to determine your child's eligibility. Seniors who are 18 years of age or parents/guardians of seniors under 18 years of age may opt out of being automatically deemed a Cal Grant applicant.

**PLEASE READ AND COMPLETE THE INFORMATION RELEASE FORM BELOW AND RETURN IT TO YOUR SCHOOL PRINCIPAL. UNLESS THIS FORM IS RETURNED, YOUR CHILD'S INFORMATION MAY BE RELEASED AS INDICATED.**

----- EAST SIDE UNION HIGH  
 SCHOOL DISTRICT  
 INFORMATION RELEASE FORM  
 PARENT/STUDENT HANDBOOK 2020-2021

SCHOOL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT NAME: (Please Print)	Date of Birth:	ID#:
Address:	City:	
Zip Code:	Telephone Number:	

1. I **do not** wish to have **any** directory information released to **any** individual or organization.

**OR**

2. I request to withhold the directory information according to the box(es) I check below:

	DO NOT RELEASE
<b>1. Name</b>	
<b>2. Address</b>	
<b>3. Date of Birth</b>	
<b>4. Dates of Attendance (e.g. academic year or semester)</b>	
<b>5. Current and most recent previous school(s)</b>	
<b>6. Degrees, honors, and awards received</b>	

3. For 11<sup>th</sup> and 12<sup>th</sup> grade students only: I do not wish to release the name, address, and telephone number of the student named above to the agency or agencies I check below.

- \_\_\_\_\_ United States Armed Forces (Military) Recruiting Agencies
- \_\_\_\_\_ Colleges, Universities or Other Institutions of Higher Education
- \_\_\_\_\_ National Student Clearinghouse (to track college attendance)
- \_\_\_\_\_ College Board (PSAT and SAT Tests)

4. For 11<sup>th</sup> & 12<sup>th</sup> grade students only: \_\_\_ I do not want the GPA of the student named above submitted to the California Student Aid Commission.



## 2020-21 PSAT 8/9, PSAT 10, and SAT School Day PARENT/GUARDIAN OPT-OUT REQUEST FORM

Currently the COVID-19 public health guidelines do not enable us to administer these assessments in accordance with the College Board testing requirement. However, please read below for more information.

In support of East Side Union High School District's commitment to building equitable communities and graduating all students ready for college and careers, the district is pleased to announce that all 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students will be participating in the College Board PSAT 8/9, PSAT 10, and SAT School Day free of charge. In the past, the SAT was an exam used by many colleges and universities to make admissions and placement decisions and the PSATs help prepare and measure student's readiness for the SAT and College. The COVID-19 Pandemic has changed many college entrance and placement requirements temporarily and in some cases permanently. Please visit the UC or CSU college website or the website of the college you are interested in applying to, to obtain the most current information on the use of these assessments in admissions.

The district is hoping to offer the SAT to all Juniors free of charge because of the multiple benefits it provides to student and their families. Here are some of the advantages for students who take the SAT:

- Allows students to test in a familiar environment.
- Provides a testing time within the school day.
- Increases opportunities for students to attend college.
- Helps students make a more informed decision regarding their future, and opens doors for many different opportunities.

Students can create a free online Khan Academy account to create a custom tutorial for the SAT. More information on this can be found at the end of the handbook.

-----  
Date \_\_\_\_\_

Per California Education Code and Title 5 regulations I understand I have the right to opt my child out of the PSAT 8/9, PSAT 10, and 11<sup>th</sup> grade SAT school day district wide testing.

I wanted to let you know that my child, \_\_\_\_\_ ID#: \_\_\_\_\_  
will not take part in the:

\_\_\_\_ PSAT 8/9      \_\_\_\_ PSAT 10      \_\_\_\_ 11<sup>th</sup> grade SAT school day district wide testing

Respectfully,

Print Name of Parent/Guardian: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



## REFUSAL FOR PHOTOGRAPHS, VIDEOS, AND OTHER RECORDINGS OPT-OUT REQUEST FORM

It is the policy of the East Side Union High School District to create student photos/images and written information for ID badges, the student information system and yearbook publications which may be transmitted in print and electronic form for school and school district uses. Throughout the school year, staff of the East Side Union High School District or members of the media may come to our classrooms or to school events in order to photograph students for District publications and displays, web site, news stories or similar purposes. If you **OBJECT** to having your child televised, voice recorded, video recorded, or photographed, please sign below and return this form to your school office.

I do not give my permission to the East Side Union High School to photograph, video, or voice record me/my child and to publish or transmit my/my child's image and recordings to any print or electronic media such as newspapers, television, pod cast and/or web sites. I do not give permission to the East Side Union High School District to include my/my child's name along with my images or recordings. I do not consent to the use of my/my child's name, photograph, video, audio, or other recordings, school work, and interview comments for the educational and promotional purposes of the East Side Union High School District. This refusal includes use of such materials in press releases, newsletters, web sites, computer software, slide shows, and audio/video presentations. My likeness/the likeness of my child may not be reproduced or transformed into an electronic format to which the general public may have access.

**If you have no objection, you need not return this form.**

Student Name \_\_\_\_\_

School \_\_\_\_\_

ID Number \_\_\_\_\_ DOB \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(if student is under 18 years old)*

**PLEASE RETURN THIS FORM TO YOUR SCHOOL'S MAIN OFFICE.**

# ALTERNATIVE ACADEMIC PROGRAMS

## NOTICE OF ALTERNATIVE SCHOOLS

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

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

In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office at each school has copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the District to establish alternative school programs in each district. (Education Code Section 58501)

## INDEPENDENT STUDY OPTION

East Side Union High School District's Independent Study Option, established in 1981, provides contract Independent Study for students who desire a high school education but are not able to attend a traditional high school. The students stay enrolled in their home school. Young parents without child care, full time working students, students with unique physical or educational conditions and others are receiving a quality education through Independent Study.

### Services and Curriculum

The teaching staff are responsible for presenting more than 40 Board approved courses. District approved textbooks are used exclusively: advanced math, foreign language, advanced lab sciences, performing arts and physical education. Students have the option to take these courses through the community college system or community based organizations, both public and private.

### Student Options and Responsibilities

Independent Study students are subject to the same standards of behavior and are eligible for the same services as the comprehensive students. Many use the high school libraries, participate on interscholastic teams, attend SVCTE, are on work experience, and attend social and cultural events sponsored by the comprehensive school.

### Pre-requisites

1. Students need to be referred by their home school.
2. Student must demonstrate a reading level ability of at least 7th grade on a standardized reading test administered during the ISP enrollment process.

## INDIVIDUALIZED HOME AND HOSPITAL INSTRUCTION

A student who is temporarily disabled and will be unable to attend school for a period in excess of two weeks may receive individualized instruction at home up to one hour per school day. Please call the school for a full description of the program and criteria for receiving such instruction. A student who is placed in a hospital or other residential health facility will be provided educational services by the school district in whose attendance area the facility is located. Parents are responsible for notifying the appropriate school district of the need for such educational services. (Education Code Section 48206.3)

## CAREER SERVICES

East Side Union High School District’s Career Services Program provides students with exciting and unique educational opportunities as offered through a rich array of college and career readiness pathways. These pathways allow students to pursue their post high school career interests while receiving the latest industry practices in their chosen field. Pathway approaches include partnership academies, Linked Learning, Career-Technical Education, and magnet programs. Pathways are supported through staff collaboration and professional development, systems support and leadership, and robust industry and community partnerships.

### Career Technical Education

A program of study that involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers.

The list below identifies CTE courses with A-G designation:

SCHOOL	COURSE	UCA-G
ANDREW HILL	Digital Photo 1 & 2	F
	Multimedia 1 & 3	F
	Foundations in Health	G
EVERGREEN VALLEY	AP Computer Science	C
	AP Computer Science Principles	D
	Database Design & SQL Programming	G
	Exploring Computer Science	G
INDEPENDENCE	Accounting 1	G
	Aerospace Engineering	D
	AP Computer Science	C
	AP Psychology	G
	Economics of Business Ownership	G
	Engineering Design & Development	G
	Exploring Computer Science	G
	Introduction to Business	G
	Principles of Engineering	D
Psychology & Education	G	
MT. PLEASANT	Art Animation 1, 2, 3, 4	F
	Multimedia 1, 2, 3, 4	F
W.C. OVERFELT	Child Development & Education	G
	Multimedia 1, 2, 3, 4	F
	Introduction to Engineering Design	D
	Principles of Engineering	D
PIEDMONT HILLS	Computer Graphic Design	F
	Economics of Business Ownership	G
	Technology in Manufacturing	F
	Manufacturing Process 1, 2	G
SANTA TERESA	AP Computer Science	C
	AP Computer Science Principles	D
	Database Design & Programming with SQL	G
	Exploring Computer Science	G
	Multimedia 1, 2, 3	F
	AP Studio Art 2-D Design	F
SILVER CREEK	Accounting 1	G
	Economics of Business Ownership	G
	Introduction to Business	G
YERBA BUENA	Introduction to Engineering & Design	D

## Career Pathways

Career Pathways Program at East Side Union High School District was designed to provide students with exciting and unique opportunities amongst the many educational programs in our district.

Career Pathways are high-quality career technical education programs focused on one of the fifteen industry sectors recognized by the California Department of Education. These pathways prepare students for college and career through innovative learning that meets the competency and graduation requirements of East Side Union High School District.

<b>Arts, Media and Entertainment</b>	
Animation	Mt. Pleasant High School
Graphic Design	Andrew P. Hill High School
Media Arts	W.C. Overfelt High School
Film/Video Production	Mt. Pleasant High School
Visual/Commercial Art	Santa Teresa High School
<b>Building and Construction Trades</b>	
Residential and Commercial Construction	Piedmont Hills High School
Residential and Commercial Construction	Independence High School
Residential and Commercial Construction	Yerba Buena High School
<b>Business and Finance</b>	
Finance and Business	Independence High School
Finance and Business	Silver Creek High School
Marketing and Entrepreneurship	Piedmont Hills High School
<b>Engineering, Architecture and Related Pathways</b>	
Advanced Manufacturing	Piedmont Hills High School
Automotive Technology	Independence High School
Computer Science	Evergreen Valley High School
Computer Science	Santa Teresa High School
Engineering Design	W.C. Overfelt High School
Engineering Design and Technology	Independence High School
<b>Health Science, Human and Public Services</b>	
Biotechnology	Oak Grove High School
Child Development	W.C. Overfelt High School
Health and Human Services/Medical Magnet	Andrew P. Hill High School
Legal Practices	Andrew P. Hill High School
Teaching	Independence High School

## Magnet Programs

Students who are incoming 9th graders are eligible to apply for the Magnet Program. Students selected into the Magnet Program through a lottery must participate and meet the requirements of the program in order to attend the selected Magnet school. Any student who drops from the Magnet Program must return to his/her home school.

<b>Arts, Media and Entertainment</b>	
Animation	Mt. Pleasant High School
Media Arts	W.C. Overfelt High School
Visual/Commercial Art	Santa Teresa High School
<b>Building and Construction Trades</b>	
Construction and Architecture	Yerba Buena High School
<b>Business and Finance</b>	
Finance and Business	Independence High School
Finance and Business	Silver Creek High School
Marketing and Entrepreneurship	Piedmont Hills High School
<b>Engineering, Architecture and Related Pathways</b>	
Engineering Design	W.C. Overfelt High School
Engineering Design and Technology	Independence High School
<b>Health Science, Human and Public Services</b>	
Biotechnology	Oak Grove High School
Child Development	W.C. Overfelt High School
Health and Human Services/Medical Magnet	Andrew P. Hill High School
Teaching	Independence High School
<b>Special Programs</b>	
International Baccalaureate (IB)	Andrew P. Hill High School

## Work Permits

Each school in the district is authorized to issue work permits to pupils attending school in the East Side Union High School District.

In determining whether to grant a work permit, the Superintendent or designee shall consider whether employment will significantly interfere with the student's schoolwork or jeopardize his/her health. Students granted work permits must demonstrate and maintain satisfactory grades.

Work permits for students who are ages 14-17 shall be limited to part-time employment as defined by law and administrative regulation, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Students must bring a valid photo ID and their completed work permit request form to the school. Please contact the designated school personnel with further inquiries.

School	Phone	Position
Andrew Hill High School	(408)347-4163	Counseling Technician
Calero High School	(408)347-7612	Attendance Secretary
	(408)347-7617	Clerk Typist
Evergreen High School	(408)347-7082	Counseling Technician
	(408)347-7104	Clerk Typist
Foothill High School	(408)928-9116	Support Services Technician
Independence High School	(408)928-9566	Registrar
	(408)928-9543	Counseling Technician
	(408)928-9551	Support Services Technician
	(408)928-9566	Counseling Technician
James Lick High School	(408)347-4442	Counseling Technician
	(408)347-4432	Attendance Secretary
	(408)347-4457	Support Service Technician
Mt. Pleasant High School	(408)937-2811	Principal's Secretary
	(408)937-2821	Attendance Secretary
	(408)937-2822	Attendance Clerk
	(408)937-2810	Principal
Oak Grove High School	(408)347-6534	Counseling Technician
Piedmont Hills High School	(408)347-3843	Counseling Technician
Santa Teresa High School	(408)347-4721	Counseling Technician
	(408)347-6217	Support Services Technician
Silver Creek High School	(408)347-5637	Counseling Technician
	(408)347-5644	Registrar
WC Overfelt High School	(408)347-5933	Counseling Technician
	(408)347-5911	Principal's Secretary
Yerba Buena High School	(408)347-4731	Attendance Secretary



# ASSESSMENTS

## **Graduation and Promotion Waiver (EC 51225.1)**

A foster youth, homeless student, or a former juvenile court school student who transfers into the District any time after completing their second year of high school shall be required to complete all graduation requirements specified by the state Legislature in Education Code section 51225.3, but shall be exempt from any additional District-adopted local graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of their fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether they qualify for it. Additionally, such a student may, if he or she wishes, stay in high school for a fifth year in order to complete any District-adopted local graduation requirements.

## **California Assessment of Student Performance and Progress (CAASPP)**

The CAASPP system is based on the state's California Common Core State Standards (CA CCSS) for English Language Arts (ELA) and mathematics, and the Next Generation Science Standards (NGSS). The primary goal of this statewide testing program is to better prepare all students for college and careers in the twenty-first century. Computer-based assessments, developed through the Smarter Balanced Assessment Consortium, form the cornerstone for CAASPP. All eleventh grade students take these exams. For our severely disabled students, an alternative exam, the CAA, is available. Due to the COVID-19 Pandemic and the public health stay at home guidelines CAASPP tests were not administered in the 2019-20 school year. Both 11<sup>th</sup> and 12<sup>th</sup> grade students will be required to take the Science test in the 2020-21 school year to meet federal requirements.

ESUHSD teachers and schools support students to do well on the tests and help them learn test-taking skills that will enable them to be successful throughout their school career and beyond. The 11th grade CAASPP assessments are part of the California State University (CSU) Early Assessment Program (EAP) and help with college placement in English and Math at the CSUs. CSUs will not use the CAASPP scores for the entering college freshman class of 2021-22 due to the unavailability of the assessment during the COVID-19 pandemic. Students who score a 4 on the Math and English 11th grade CAASPP tests are considered "college ready" and may enter directly into college level Math and English upon college admission to a CSU. Students whose CAASPP test scores show they may need supported instruction will be placed in courses that may include labs, tutoring, workshops, and stretch courses (courses extended over terms) that are connected to credit bearing college-level courses. Many other universities and junior colleges also accept EAP scores as evidence of college readiness. California Education Code states that parents/guardians can submit a written request to the principal of their student's school if they do not wish to have their student take any or all parts of the state's CAASPP tests. We encourage parents to contact their child's teacher or principal with any concerns they may have about the tests before they request that their student be excluded from taking the test(s).

## **Physical Fitness Test**

The physical fitness tests required by the state of California are currently on hold through the 2022-23 school year. Normally All 9th graders take the Physical Fitness test in early spring, which assesses student physical wellness. Students not passing the Physical Fitness test in the 9th grade must take physical education (Ed. Code) in the 10th grade and retake the Physical Fitness test.

## **English Language Proficiency Assessment for California (ELPAC)**

Beginning in February each year all English Language Learner students are required by the state to take the Summative ELPAC. The scores from this assessment are one of the components used to reclassify students as English proficient.

## **District Measurement of Student Growth**

The District uses the following instruments to measure student growth:

English Reading Test – All students in entry level English classes take the Degrees of Reading Power (DRP) test in the fall and spring. Results allow teachers to focus their instruction on the skills needed for a student to improve his or her level of academic achievement. A comparison of the fall and spring scores determines whether the student is making progress. Results also help target students for intensive reading instruction

Benchmark Assessments – Common District benchmark assessments currently are given in ELD levels 1, 2, and 3. With the development and implementation of new standards, all other content areas are developing new assessments in order to provide information on student progress district wide, assist in course alignment, and monitor the progress of students based on district curriculum.

# COLLEGE PREPARATION TEST DATES

Currently the COVID-19 public health guidelines do not enable us to administer these assessments in accordance with the College Board testing requirement. However as this may change information for these assessment are listed below.

## **PSAT - Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test** (<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10>)

If given, this test will be given free of charge to all sophomores. Juniors may also take the test for a fee, or they may apply for a fee waiver. The PSAT gives students a preview of the types of questions that will appear on the Scholastic Aptitude Test (SAT). 11th grade scores from this test are used to determine candidates for the National Merit Scholarships.

## **PSAT 8/9**

If given, this test will be given free of charge to all freshmen. This test is specifically for showing students whether they're on track for college and where they need the most improvement before they take the SAT.

## **SAT School Day**

The district is offering the SAT to all Juniors free of charge because of the multiple benefits it provides to student and their families. Here are some of the advantages for students who take the SAT:

- Allows students to test in a familiar environment.
- Provides a testing time within the school day.
- Increases opportunities for students to attend college.
- Can be considered an "opportunity search", as SAT scores and student profiles are matched with colleges and scholarships nationwide.
- Helps students make a more informed decision regarding their future, and opens doors for many different opportunities.

## **SAT Reasoning Test (Scholastic Aptitude Test)** (<https://collegereadiness.collegeboard.org/sat>)

Many universities in the United States use SAT scores for different purposes involving admissions and placement. The SAT tests students' knowledge and skills in the areas that are necessary for college success: reading, writing, and mathematics. Students are encouraged to take the SAT in their junior and senior year. The SAT is given several times a year. The schedule for 2020-21 is listed below and is continually changing due to the COVID-19 public health guidelines. Please visit the College Board website for the most current information.

National Test Dates	Test	Registration Deadline
October 3, 2020	SAT & Subject Tests	September 4, 2020
November 7, 2020	SAT & Subject Tests	October 7, 2020
December 5, 2020	SAT & Subject Tests	November 5, 2020
March 13, 2021	SAT only	February 12, 2021
May 8, 2021	SAT & Subject Tests	April 8, 2021
June 5, 2021	SAT & Subject Tests	May 6, 2021

## **NOTES:**

- Sunday administrations usually occur the day after each Saturday test date for students who cannot test on Saturday due to religious observance. Exception: Sunday testing for the October 3, 2020 SAT will be held October 18, 2020.
- While all universities in the United States accept SAT scores, different universities may require additional test scores, such as the SAT Essay or the SAT Subject Tests (see below). Please make sure to check with any university your student is interested in attending for their exact exam requirements.

## **SAT Subject Tests**

The SAT Subject Tests are subject specific, one hour tests. Many universities use these tests to determine subject mastery and placement. Again, please make sure to check with any university your student is interested in attending for their exact exam requirements.

- Students can take up to three SAT Subject Tests on a single test date.
- Students cannot take the SAT Subject Tests and the SAT on the same test date.
- The Language Tests with Listening are offered in November only

The schedule for 2019-20 SAT Subject Tests can be found at: <https://collegereadiness.collegeboard.org/sat-subject-tests/register/test-dates-deadlines>

**ACT Assessment (<http://www.act.org>)**

The ACT is accepted by all universities in the United States as part of the college admissions process. The ACT contains multiple-choice tests in four areas: English, mathematics, reading and science. While all universities in the United States accept ACT scores, different universities may require additional test scores, such as the ACT Writing Test. Please make sure to check with any university your student is interested in attending for their exact exam requirements.

Test Dates	Registration Deadline
September 12, 2020 September 13, 2020 September 19, 2020	August 31, 2020
October 10, 2020 October 17, 2020 October 24, 2020 October 25, 2020	September 17, 2020
December 12, 2020	November 6, 2020
February 6, 2021	January 8, 2021
April 17, 2021	March 12, 2021
June 12, 2021	May 7, 2021
June 17, 2021	June 18, 2021

In the event that the COVID-19 pandemic affects Advanced Placement Exams in the 2020-21 school year, please visit the College Board Advanced Placement Exam website for the most current information on AP exams.

**Advanced Placement Exam Schedule (<https://apcentral.collegeboard.org/courses/exam-dates-and-fees>)**

Week 1	Morning Session (8:00am)	Afternoon Session (12:00pm)
May 3, 2021	US Govt and Politics	Physics C: Mechanics Physics C: Electricity & Magnetism*
May 4, 2021	Calculus AB Calculus BC	German Language & Culture Human Geography
May 5, 2021	English Literature & Composition	Japanese Language & Culture Physics 1: Algebra-Based
May 6, 2021	US History	Art History Computer Science A
May 7, 2021	Chemistry Spanish Literature & Culture	European History Physics 2: Algebra Based
Week 2	Morning Session (8:00am)	Afternoon Session (12:00pm)
May 10, 2021	French Language & Culture World History: Modern	Macroeconomics
May 11, 2021	Seminar Spanish Language & Culture	Latin Psychology
May 12, 2021	English Language & Composition	Microeconomics Music Theory
May 13, 2021	Comparative Government & Politics Computer Science Principles	Statistics
May 14, 2021	Biology Italian Language and Culture	Chinese Language and Culture Environmental Science

\*Test will be given at 2pm

**TESTING FEES**

Financial assistance is available to eligible economically disadvantaged youth to assist with Advanced Placement or International Baccalaureate exam fees. (EC 48980(k) and 52244). Please see your school counselor for more information.

PREPARE FOR THE SAT WITH

# Official SAT Practice



Get personalized practice recommendations based on your results from the new SAT®, PSAT/NMSQT®, PSAT™ 10, and PSAT™ 8/9. **Take these steps to connect your College Board and Khan Academy® accounts:**

1

## Go to [satpractice.org](https://satpractice.org)

Create an account on Khan Academy, or sign into your existing account.

2

## Link Your Accounts

When prompted, agree to link your Khan Academy and College Board accounts.

3

## Send Your Scores

Log in to your College Board account, and hit “Send” to get a personalized practice plan.

Sign up. Link up. Get practicing. [satpractice.org](https://satpractice.org)

# HEALTHY SCHOOLS ACT - ANNUAL NOTIFICATION

To Parents, Guardians and ESUHSD Staff Members,

In compliance with the Healthy Schools Act (AB 2260) and Education Code 48980.3, the following information is being provided.

In order to control pests (such as ants, fleas, and stinging wasps) and weeds in the school environment, pesticides and herbicides are used on an as needed basis.

Except in emergency situations, warning signs will be posted when herbicides or pesticides are used. The warning signs will be posted 24 hours prior to application and will remain up for 72 hours after the application.

Parents will be notified annually of the anticipated chemicals that may be used. The following is a list of the anticipated or expected pesticides and herbicides that may be used at school sites.

<b>Product Name</b>	<b>Primary Active Ingredient</b>	<b>Expected Use</b>
Gopher Getter	Diphacinone	Gopher Control
Olive Stop	Naphthaleneacetic Acid, Ammonium Salt	Fruit Inhibitor
Prosecutor Pro	Glyphosate	Weed Control
Raid Concentrated Deep Reach Fogger	Cypermethrin	Insect Control
Rozol Gopher Bait	Chlorophacinone	Gopher Control
Surflan	Oryzalin	Herbicide
Turflon	Triclopyr	Herbicide
Wasp-Freeze	d-Trans Allethrin, Phenothrin	Wasp Control
Wilco Ground Squirrel Bait	Diphacinone	Ground Squirrel Control
Gopher Getter	Diphacinone	Gopher Control

The complete SDS (Safety Data Sheets) containing information for each chemical may be obtained from the Facilities Department at 408.347.5100. For additional information on these pesticides and pesticide use reduction, go to the Department of Pesticide Regulation's website: <http://www.cdpr.ca.gov>.

You may sign up to receive advance notifications of pesticide applications where we will contact you at least 72 hours before the scheduled application. To request notification, please contact the Assistant Director, Facilities, Maintenance, Operation & Construction, Matt Sidlauskas at [sidlauskasm@esuhsd.org](mailto:sidlauskasm@esuhsd.org).

## DISCIPLINE BP5144

The Governing Board is committed to providing a safe, supportive, and positive school environment, which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall design a complement of effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures as a means for correcting student misbehavior.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required by law or when other means of correction have been documented to have failed. (*Education Code 48900.5*)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (*Education Code 35291.5, 32282*)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate interventions and discipline responses. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

# SUSPENSION & EXPULSION/DUE PROCESS BP5144.1

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (*Education Code 48900(s)*)

1. While on school grounds
2. While going to or coming from school.
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

## **Appropriate Use of Suspension Authority**

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (*Education Code 48900.5, 48900.6*)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior to discuss district and community resources available to support the student.

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

## **On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means

## **Authority to Expel**

A student may be expelled only by the Board. (*Education Code 48918(j)*)

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (*Education Code 48915*)

1. Possessing a firearm, which is not an imitation firearm, as verified by a certificated employee, unless the student had

obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in a public session.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (*Education Code 48917*)

No student shall be expelled for disruption or willful defiance. (*Education Code 48900*)

#### **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (*Education Code 48911, 48915, 48915.5, 48918*)

#### **Maintenance and Monitoring of Outcome Data**

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

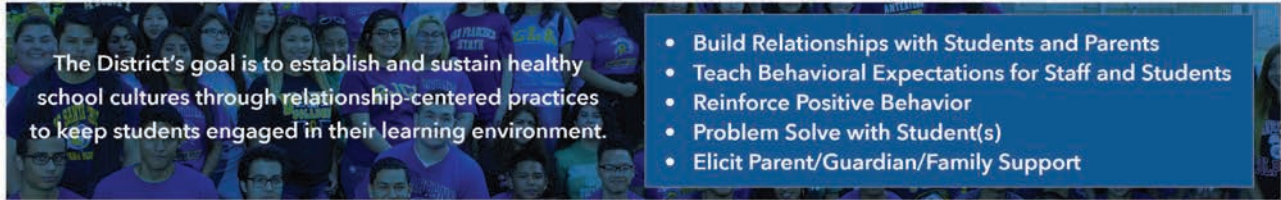
The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.





# EAST SIDE UNION HIGH SCHOOL DISTRICT

## District Uniform Behavior Responses



Administrators and Teachers will determine the appropriate intervention(s) and/or consequence(s) based on the seriousness and frequency of the behavior, in collaboration with student and family.

District-wide responses support maximizing instructional minutes and continued academic progress and social-emotional development for all East Side students.

### CLASSROOM MANAGED (MINORS)\*

- Academic Integrity
- Technology/Electronic Misuse
- Dress Code Violation
- Inappropriate Display of Affection
- Skateboard/Rollerblade/Bike
- Classroom Disruption
- Defiance/Insubordination
- Disrespect to Staff

### 1ST MINOR RESPONSES

- Family Engagement
- Reteach Expectation
- Reflection and Agreements

### 2ND MINOR RESPONSES

- Family Engagement
- Teacher **Intervention**/ Consult with Staff
- Reflection Review and Agreements
- Referral to IST or IEP Team, if Appropriate

### 3RD MINOR RESPONSES

- Family Engagement
- Teacher **Consequence**/Consult with Staff
- Referral to IST or IEP Team if Appropriate
- Referral to Administrator

### INTERVENTIONS

- Family Conference
- Referrals to Counseling/Case Management
- Referral to Instruction Support Team
- Participation in restorative justice program
- Referral to Teen Peer Court
- Positive behavior support with tiered interventions
- After-school program that address specific behavioral issues or expose students to positive activities and behaviors
- Community Service
- Referral to Psychosocial or Psychoeducational Assessment \*\*\*\*\*
- Enrollment in program teaching pro-social behavior or anger management
- Referral to an Agency or Program
- Referral to School Attendance Review Board

### ADMINISTRATIVE MANAGED (MAJORS)\*\*

- (a)(1) Physical Injury
- (a)(2) Willful Violence/Fighting and/or Battery
- (b) Dangerous Object
- (c) Drugs or Alcohol
- (d) Look-alike Substance
- (e) Robbery/Extortion
- (f) Property Damage/Vandalism
- (g) Theft
- (h) Tobacco
- (i) Obscenity/Profanity/Vulgarity
- (j) Drug Paraphernalia
- (k) Disruption/Defiance
- (l) Receipt of Stolen Property
- (m) Imitation Firearm
- (n) Sexual Assault/Battery
- (o) Witness Harassment or Intimidation
- (p) Prescription Drug Soma
- (q) Hazing
- (r) Bullying/Electronic
- (.2) Sexual Harassment
- (.3) Hate Violence
- (.4) Harassment, Threats, or Intimidation
- (.7) Terroristic Threats

**Discretionary Violations** - may determine that expulsion is not appropriate and an alternative means of correction would address the conduct.

- (a)(1)(A) Serious Physical Injury
- (a)(1)(B) Knife/Dangerous Object
- (a)(1)(C) Controlled Substance
- (a)(1)(D) Robbery/Extortion
- (a)(1)(E) Assault/Battery on School Employee

**Secondary Findings** - required to recommend for expulsion for non-mandatory violations.

- (b)(1)/(e)(1) Other Means of Correction Not Feasible or Failed
- (b)(2)/(e)(2) Continuing Danger to Physical Safety of Self/Others

**Mandatory Violations** - shall immediately suspend and recommend for expulsion.

- (c)(1) Firearm
- (c)(2) Brandishing a Knife
- (c)(3) Selling a Controlled Substance
- (c)(4) Sexual Assault/Battery
- (c)(5) Possession of an Explosive

### MAJOR RESPONSES

- Referral to Administrator
- Separate and Thorough Investigation
- Review of Prior Intervention(s)/Consequence(s)
- Family Engagement
- Appropriate Alternate Intervention(s)/Consequence(s)
- Staff and Student Follow-Up

### CONSEQUENCES

- Warning
- Restitution
- Brunch/Lunch/Afterschool Detention
- Saturday School\*\*\*
- Schedule Change\*\*\*
- Confiscation of Item(s)
- Loss Privilege
- Revoked Parking Permit\*\*\*
- Revocation of Inter/Intra\*\*\*
- Suspension from Class\*\*\*\*
- In-School Suspension\*\*\*
- Out-of-School Suspension\*\*\*
- Referral for Involuntary Transfer -11th/12th\*\*\*
- Recommendation for Expulsion\*\*\*

Pursuant to Education Code 49070, families may challenge the content of student records in writing.

\* Behavior violations are defined by the District.

\*\* Behavior violations are defined by Education Code Sections 48900 and 48915.

\*\*\* Assigned by Administrator Only.

\*\*\*\* Teacher shall immediately report the suspension to the principal, send the student to the principal or designee, and shall ask parent to attend a parent teacher conference regarding the suspension. Suspension from class may not be for more than two class periods.

\*\*\*\*\* Follow identified process through APED.

The Board is, therefore, committed to ensuring that equity and inclusion are essential principles of our school system and are integrated into all policies, programs, operations, and practices. The Board defines equity as:

- Every student receives what he or she needs to thrive socially, emotionally, and academically;
  - Removing the predictability of success or failure based on social, racial, cultural, or economic factors: eliminate the opportunity and achievement gaps. (The opportunity gap is the lack of opportunities for low income students to have access to highly qualified teachers, research-based academic programs and access enrichment programs. The achievement gap in the United States refers to the observed, persistent disparity in measures of educational performance among subgroups of U.S. students, especially groups defined by socioeconomic status (SES), race/ethnicity and gender); and
  - Interrupting inequitable practices and biases and creating inclusive and just conditions in our schools. (Board Policy 0105)
- July 11, 2018



## BEHAVIOR RESPONSES DURING DISTANCE LEARNING

### MINOR BEHAVIOR RESPONSE

BEHAVIOR	1 <sup>ST</sup> RESPONSE	2 <sup>ND</sup> RESPONSE	3 <sup>RD</sup> RESPONSE
<ul style="list-style-type: none"> <li>● Non Attendance / Truancy</li> <li>● Technology/Electronic Misuse</li> <li>● Defiance/Insubordination</li> <li>● Instruction Disruption</li> <li>● Academic Integrity</li> <li>● Disrespect to Staff</li> </ul>	<ul style="list-style-type: none"> <li>● Family Engagement (contact with family)</li> <li>● <b>Positive Behavior Support</b></li> <li>● Reteach expectation</li> <li>● Reflection &amp; Agreement (have student write on actions leading to discipline)</li> </ul>	<ul style="list-style-type: none"> <li>● Family Engagement</li> <li>● Teacher <b>Intervention</b></li> <li>● Review Reflection &amp; Agreement</li> <li>● Referral to Support Team (IST, IEP if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>● Family Engagement</li> <li>● Teacher <b>Consequence</b></li> <li>● Referral to Support Team</li> <li>● Referral to Administrator</li> </ul>

**\*\*\*Any removal of a student from a video conferencing session is considered a class suspension. All class suspensions must be reported to Administration and recorded in the Behavior tab in Infinite Campus. A student may only be on a class suspension for two consecutive days.**

### CLASSROOM POSITIVE BEHAVIOR SUPPORTS

<p><b>TIER 1</b></p> <ul style="list-style-type: none"> <li>● Verbal Redirection</li> <li>● Reteach Expectation</li> <li>● Ask student to take a break</li> <li>● Acknowledge positive behavior</li> <li>● Call parent or positive note home</li> <li>● Provide clear and concise directions</li> <li>● Have student repeat directions back</li> <li>● Utilize Non Verbal Cues</li> <li>● Reflective listening</li> <li>● Provide positive behavior choices</li> <li>● Acknowledging feelings (“that seems frustrating”).</li> <li>● State directives in terms of the behavior you want, not what you don’t want.</li> <li>● Create a Positive Reinforcement Plan</li> </ul>	<p><b>TIER 2</b></p> <ul style="list-style-type: none"> <li>● Reflection Forms</li> <li>● Conference with student before/after class</li> <li>● Identify positive reinforcement that works for student</li> <li>● Behavior Contract</li> <li>● Check In/Check Out (CICO)</li> <li>● Daily Behavior Form</li> <li>● Forced Choice Reinforcement Survey</li> <li>● Student write in a journal</li> </ul>	<p><b>TIER 3</b></p> <ul style="list-style-type: none"> <li>● Student/Teacher conference with parent guardian</li> <li>● Ask parent for support and strategies</li> <li>● Ask guardian to sit in the class session</li> </ul>
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#### INTERVENTIONS

#### CONSEQUENCES

<ul style="list-style-type: none"> <li>● Family Conference</li> <li>● Referral to Agency or Program (Ripple Effects, Kognito)</li> <li>● Referral to Instructional Support Team</li> <li>● Referrals to Social Worker/Case Management</li> <li>● Referral to Attendance Review Conference</li> <li>● Participation in Restorative Justice Program</li> <li>● Community Service</li> <li>● Referral to School Attendance Review Board</li> </ul>	<ul style="list-style-type: none"> <li>● Warning</li> <li>● Restitution</li> <li>● Detention (A video conference detention room?)</li> <li>● Schedule Change</li> <li>● Suspension</li> <li>● Revocation of Inter/Intra</li> <li>● Referral for Involuntary Transfer</li> <li>● Expulsion</li> </ul>
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### MAJOR BEHAVIOR RESPONSE

BEHAVIOR	RESPONSE
<ul style="list-style-type: none"> <li>● Cyber Bullying</li> <li>● Drugs/Alcohol</li> <li>● Harassment/Threat</li> <li>● Obscenity/Profanity/Vulgarity</li> <li>● Physical Injury</li> <li>● Willful Violence/Fighting</li> <li>● Robbery/Extortion</li> <li>● Sexual Assault/Battery</li> </ul>	<ul style="list-style-type: none"> <li>● Family Engagement</li> <li>● Referral to Administrator</li> <li>● Separate and Thorough Investigation</li> <li>● Review of Prior Interventions/Consequences</li> <li>● Staff &amp; Student Follow Up</li> </ul>

**\*\*\*Expulsion recommendations limited to violations of Education Code 48915(c)**

# SEXUAL HARRASSMENT BP5145.7

## **Sexual Harassment**

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

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her 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 or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy.

## **Instruction/Information**

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

1. What acts and behaviors 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. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the District's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the District investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the District will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

## **Complaint Process and Disciplinary Actions**

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and District procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, 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.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

## **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.

# CONDUCT BP5131

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terroristic threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district  
The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (*Penal Code 417.27*)  
Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.
9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (*Education Code 48901.5*)

10. Plagiarism or dishonesty on school work or tests
11. Inappropriate attire
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

# STUDENT RIGHTS AND RESPONSIBILITIES BP5000

## Preamble

This Statement of Student Rights and Responsibilities, developed cooperatively by students, parents, and staff is adopted by the Board of Trustees in good faith to describe, but not limit, the rights and responsibilities of students. The goal of this statement is to reinforce the basic premise of this free society that neither rights nor responsibilities can exist one without the other.

It is fully understood that anything contained within the enumerated rights and responsibilities is subject to federal and state laws, Board policies, district administrative regulations, California Interscholastic Federation Constitution and By-Laws, student body constitution and by-laws, and local school regulations.

The East Side Union High School District Board of Trustees will print and distribute to all students, parents, staff, and administrators each year and post conspicuously at each campus this Statement of Student Rights and Responsibilities.

## Rights

1. Students have the right to an education, which is, and will be, of value to them. This includes learning to function in modern-day society as a responsible citizen. Students have the right to a curriculum that at least partly reflects their concerns and interests.
2. Students have the right to a reasonable expectancy of physical safety and protection of personal property on school grounds during normal school hours and during school-sponsored activities.
3. Students have the right to receive respect and reasonable treatment at all times from school personnel and each other.
4. Students have the right to talk with teachers, counselors, administrators, and other personnel connected with the school.
5. Students have the right to know each of their teachers' grading procedures. They have the right to see their grades in the grade book with an explanation of the grades by the teacher on an individual basis in any class, subject to appointment. Students have the right to have errors on records corrected.
6. Students have the right to participate, through established student organizational structure, in the development and revision of policies, rules, and regulations, including curriculum, to which they are subject. They further have the right to be notified reasonably in advance of formation and enforcement of such policies, rules, and regulations.
7. Students may exercise their constitutionally protected rights of free speech, expression, and assembly.
  - 7.1 Students have the right to wear political buttons, armbands, or any other badges of symbolic expression.
  - 7.2 Students have the right to form political and social organizations, which are open to all students.
  - 7.3 Students have the right to present petitions, distribute political leaflets, newspapers, or other printed matter.
  - 7.4 Students have the right to reasonable use of communication systems including newspapers, public address systems, bulletin boards and school bulletins with prior review and approval of appropriate personnel.
8. Students have the right to participate fully in available curricular and co-curricular programs. Right shall not be denied because of age, sex, race, religion, national origin or for any other reason not related to his/her individual capabilities.
9. Students have the right to organize and create a student government. Students have the right to freely elect or appoint their peers to office.
10. Students 18 years of age or older have the right to sign all official school documents and represent themselves in all school related matters.
11. Students 18 years of age or older have the right to see their own school files. Records of students under age 18 may be reviewed by parents or guardians. Students have the right to insert rebuttals to information and opinions in the files.
12. Students have the right to determine their own attire as long as it is not detrimental to health, safety, the educational process or in violation of common standards of decency.
13. Students have the right to be exempt from disciplinary action off-campus behavior if such behavior is not school-related.
14. Students have the right to present complaints or grievances to school authorities and the right to receive replies within a reasonable time.
15. Students have the right of due process. Students have the right to appeal any action they believe has violated their rights.

## **Responsibilities**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. Students have the responsibility to protect and care for all property and to assist the school staff in operating a safe school for all students. It is also the responsibility of all students to report unusual occurrences and activities, such as vandalism and theft of school and students' property, and drug activities.
3. It is the responsibility of each student to show respect for the rights of teachers, students, administrators, and all others who are involved in the educational process.
4. Students have the responsibility to initiate their request for an appointment to confer with the teacher, counselor, administrator, or any other personnel connected with the school. It shall further be the responsibility of the students to indicate the degree of urgency. (This request can be put in writing.)
5. Students who believe a mistake in grading has been made by the teacher, have the responsibility to ask the teacher to review the records within a reasonable time.
6. Students serving on committees have the responsibility to represent the student body and to report their progress.
7. Students have the responsibility to refrain from any distribution or display of materials which are obscene, libelous or which advocate the commission of unlawful acts. Students have the responsibility to consult in advance with appropriate school personnel to determine such legal definitions. Students have the responsibility not to interfere with the school program. Students are held accountable for their actions.
8. Students have the responsibility to know and follow the rules and regulations concerning curricular and co-curricular activities.
9. Students have the responsibility to participate in and support student government.
10. Students 18 years or older have the responsibility to inform the school authorities that they are assuming their adult status.
11. Students have the responsibility to follow laws and rules regarding student records.
12. Students have the responsibility to give proper attention to personal cleanliness and neatness of dress and to follow safety and health standards. Footwear shall be worn.
13. Students have the responsibility to initiate due process on their own behalf if they feel they are being disciplined for off-campus behavior and if such behavior is not school-related.
14. Students have the responsibility to present their complaints or grievances and possible solutions, in a clear, brief manner within a reasonable time.
15. Students have the responsibility to know their rights under due process. Students have the responsibility, within a reasonable amount of time, to follow the appeals process. The levels of appeal shall be:
  - 15.1 Staff person whom it is believed has violated the student's rights
  - 15.2 Immediate supervisor of the staff person
  - 15.3 Assistant Principal or Associate Principal
  - 15.4 Principal
  - 15.5 Superintendent or his/her designee
  - 15.6 District Board of Trustees
  - 15.7 County Board of Education

## **Concepts and Roles**

Because the focus of the school system is on the student, it is incumbent upon the Governing Board and district staff to provide for the physical and intellectual welfare of the students in their charge. The school district shall work closely with parents/guardians and the community in order to achieve a harmony of interests in providing for students' needs.

Students are expected to accept personal responsibility for making maximum use of those educational opportunities afforded. It is also expected that as a result of the total school experience, students will come to appreciate the values of self-discipline, responsibility, respect for others, their country and its governmental processes.

The Board will attempt to erase any limitations of facilities and means that stand in the way of all who wish to learn in this school system.

Discrimination among students applying for admission to or attending district schools with respect to color, creed, race, sex, religion, ancestry, handicap, or national origin is prohibited.

