



ANNUAL NOTIFICATION

The Sweetwater Union High School District is required to annually notify pupils, parents, and guardians of their rights and responsibilities, pursuant to California Education Code (EC) 48980.

An acknowledgment of receipt of this notice must be signed by the parent or guardian and returned to the school as required by EC 48982.

2015- 2016 School Year

Sweetwater Union High School District
1130 Fifth Avenue
Chula Vista, CA 91911
(619) 691-5500
<http://www.sweetwaterschools.org/>

Fulfilling the promise of 100% student success.

"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics."



Dear Students, Parents and Guardians,

State law requires the Sweetwater Union High School District to provide annual notification to students, parents and guardians of their rights and responsibilities pertaining to their child's education. Please read this Annual Notification. The parent or guardian is required to acknowledge their receipt of this notice by signing and returning the signature page to the school or District program. The parent's or guardian's signature is an acknowledgment that they have been informed of their rights and does not indicate the parent's or guardian's consent for their child to participate or not participate in any particular program listed within the Annual Notification.

Some legislation requires additional notification to the parents or guardians during the school term prior to a specific activity. (A separate letter will be sent to the parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are to be spelled out in this Annual Notification.

The District and its Board recognize that parent or guardian involvement in their child's education promotes student achievement and contributes greatly to the student's success. This Annual Notification contains information on the various ways parental involvement is both permitted and encouraged by federal and state laws, as well as District policies. The District commits to providing a quality education to all of its students in a safe and healthy environment. The District looks forward to a successful and positive school year, made possible by the dedicated efforts of its administrators, teachers, paraeducators, support staff, students, and parents and guardians.

Please read this Annual Notification carefully and return the signed forms to your student's school or the District office as soon as possible.

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Superintendent

Dr. Karen Janney

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RULES AND PROCEDURES ON SCHOOL DISCIPLINE – EC 35291

All Students

1. Suspension-EC 48900, BP 5144.1

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r) inclusive:

- a. (1) Caused, attempted to cause or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold or otherwise furnished a firearm, knife, explosive or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in hazing. For purposes of this subdivision, “hazing” is any method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events
- r. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - i. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 1. Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 2. Causing a reasonable pupil to experience substantially detrimental effect on his or her physical or mental health.
 3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

- ii. (A) “Electronic act” means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, pager, of a communication including, but not limited to, any of the following:
 - 1. A message, text, sound, or image.
 - 2. A post on a social network Internet Web site, including but not limited to: a) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (i); b) creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (i). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purposes of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; c) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (i). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 (B) Notwithstanding paragraph (i) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- iii. “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- s. A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for the acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:
 - i. While on school grounds;
 - ii. While going to or coming from school;
 - iii. During the lunch period whether on or off the campus;
 - iv. During, or while going to or coming from, a school sponsored activity.
- t. A pupil who aides or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- u. As used in this section, “school property” includes, but is not limited to electronic files and databases.
- v. For a pupil subject to discipline under this section, a superintendent of the school district may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s misbehavior as specified in Section 48900.5.
- w. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

2. Expulsion

A student may be recommended for expulsion for any of the reasons enumerated in Education Code 48915, and pursuant to the expulsion procedures identified in Education Code 48918 and 48918.5.

Attendance of Suspended Child’s Parent or Guardian for Portion of School Day-EC 48900.1

Pursuant to board policy, a teacher may require a parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for either committing an obscene act, engaging in habitual profanity or vulgarity or disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, to attend a portion of a school day in the classroom of his or her child or ward.

Sexual Harassment Policy-EC 231.5, 5CCR 4917, 48980(g), 48900.2, BP 5145.7

The District will not tolerate sexual harassment by anyone participating in any District program or activity. This includes student-to-student or peer sexual harassment as well as harassment between a student and any District participant. The District takes all complaints of sexual harassment seriously, investigates and addresses identified sexual harassment, and if the investigation results in the determination that sexual harassment has occurred, takes reasonable, immediate corrective action to stop the harassment, eliminate a hostile environment, and prevent future sexual harassment. Alleged pupil sexual harassment in violation of District policy or federal or state law will be handled pursuant to District policy and procedures which can be found online at www.sweetwaterschools.org. A pupil in grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined by EC 212.5.

Hate Violence-EC 48900.3, BP 5145.9

A pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, or threatened to cause, or participated in an act of, hate violence, as defined in EC 233(e).

Harassment, Intimidation or Threats-EC 48900.4

A pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Terroristic Threats Against School Officials, School Property or Both- EC 48900.7

A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. A "terroristic threat" includes any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Suspension/Expulsion: Alternative and Other Means of Correction-EC 48900, 48900.5

Generally, suspension shall be imposed only when other means of correction fail to bring about proper conduct. The District may document other means of correction short of suspension and expulsion and place the documentation in the pupil's record. Other means of correction may include: a conference between school personnel, the pupil's parent or guardian and the pupil; referrals to the school counselor or psychologist; study teams, guidance teams or other intervention-related teams that assess behavior and develop and implement behavior plans; referral for psycho-educational assessment; after-school programs that address specific behavioral issues; and community service on school grounds during non-school hours. A pupil may be suspended, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

SEXUAL HEALTH EDUCATION AND HIV/AIDS PREVENTION-EC 51938, BP 6142.1

Students enrolled in District programs or activities may receive instruction in personal health and public safety, which may include accident prevention, first aid, fire prevention, conservation of resources, and health education that may include sexually transmitted disease prevention, alcohol/drug abuse prevention, and sexual abuse and sexual assault awareness and prevention. If the health education course includes information regarding sexually transmitted disease prevention and/or sexual abuse and sexual assault awareness and prevention parents/guardians will be notified. If a guest speaker will present information to students regarding HIV/AIDS prevention, parents/guardians will be notified in advance of the presentation. Upon request, a parent or guardian may inspect and review the materials to be used in the class or presentation. Additionally upon request, a parent or guardian may request and receive a copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Education Code Sections 51930-51939.

A pupil's parent or guardian may submit a written request to excuse the pupil from participation in any class involving comprehensive sexual education, HIV/AIDS prevention education, or sexual abuse and sexual assault awareness and prevention or from participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks. An opt-out form is provided within these notifications.

The excused pupil shall not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV/AIDS prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV/AIDS prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey. More information can be found online at www.sweetwaterschools.org.

PUPIL NUTRITION-EC 49510-49520, BP 3550, 3553

Free or reduced-priced meals are available for pupils in receipt of public assistance. Meal program details are provided at the pupil's school site. All parents and guardians receive a letter with the application form upon enrollment. To apply for free or reduced-price meals, households must fill out the application and return it to the school.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS-EC 32255-32255.6, AR 5145.8

Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals based on moral objections, and may complete an alternative educational project acceptable to the teacher. In order to refrain from participation, a parent or guardian must submit a written note of the objections to participating in an educational project involving the harmful or destructive use of animals. An opt-out form is provided within this notice.

IMMUNIZATION AND COMMUNICABLE DISEASES-EC 48216, 49403, BP 5141.22

The District shall follow all laws, rules, and regulations regarding immunizations required for students to enroll. If a student has not been properly immunized as required, The District reserves the right to temporarily exclude that student from attendance at a District program or activity until the immunization requirements are met. Upon written parental consent, the District may permit any licensed physician or registered nurse to administer an immunizing agent to a pupil.

Note: AB 2109-Effective January 1, 2014: In order to be exempt from immunization requirements, parents or guardians must submit an affidavit specifying which immunizations the pupil has received and which have not been given on the basis that they are contrary to the parent or guardian's beliefs. The affidavit must be accompanied by a signed attestation from a health care practitioner stating the practitioner informed the parent or guardian regarding benefits and risks of the immunization and specified communicable diseases. The affidavit must also be accompanied by a form with a statement from the parent or guardian that he or she received the information from the health care practitioner.

MEDICATION-EC 49423, BP 5141.21

Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician or physician assistant and a parental request for assistance in administering the medications. Any student may carry and self-administer prescription auto-injectable epinephrine only if the student submits a written statement of instructions from the physician or physician assistant and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the district and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication.

CONTINUING MEDICATION REGIMEN-EC 49480, BP 5141.21

The parent or legal guardian of any pupil on a continuing medication regimen for a non-episodic condition shall inform the school nurse or other contact person of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS-EC 49471, 49472, AR 5143

The District provides and makes available medical or hospital services or insurance programs for pupil injuries arising out of school-related activities. No student shall be compelled to accept such services or insurance programs without his/her consent or, if a minor, without the consent of a parent or guardian. A packet of insurance information is available from your school.

PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTION-EC 48206.3, 48207, 48208, AR 6183

Special individual instruction (as distinct from independent study) is available for students with temporary disabilities that make attendance at school impossible or inadvisable. Parents or guardians should first contact the principal to determine services.

DISABLED PUPILS-SECTION 504 OF THE REHABILITATION ACT OF 1973, BP 6164.6

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101, et seq.) prohibits discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, speaking, are eligible to receive services and aids designed to meet their needs as adequately as the needs of non-disabled students are met.

- Name and contact information of the District's designated individual for implementing Section 504: Miriam Duggan, Coordinator of Student Welfare & Attendance, 1130 Fifth Ave., Chula Vista, CA 91911, (619) 691-5564.
- Screening and evaluation procedures used by the District when there is a reason to believe a student has a disability under Section 504 can be obtained from the department.

- A student has the right to a written accommodation plan if the student qualifies for services under Section 504.
- A student has the right to be educated with non-disabled students to the maximum extent appropriate based on the student's needs.
- A copy of the parents or guardians legal safeguard can be obtained from the school site 504 administrator.

SPECIAL EDUCATION: CHILD FIND SYSTEM-IDEA; EC 56301

Federal and state law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Any parent suspecting a child has exceptional needs due to a disability may request an assessment for eligibility for special education services. The District's child find policy and procedures are available at www.sweetwaterschools.org.

SPECIAL EDUCATION: COMPLAINTS-EC 56500.2, BP 6159.1

Parents or guardians have a right to file a written complaint with the school if they believe the school is in violation of federal or state law governing the identification or placement of special education students, or similar issues. State regulations require the party filing the complaint to forward a copy of the complaint to the District at the same time the party files the complaint with the California Department of Education. Procedures are available from your building principal.

SPECIAL EDUCATION: DUE PROCESS HEARINGS-EC 56502, BP 6159.1

The State Superintendent is required to develop a model form to assist parents and guardians in filing requests for due process. The model form is available at www.dgs.ca.gov/oah/SpecialEducation.aspx for parents that wish to initiate due process hearings relating to special education rights.

SPECIAL EDUCATION: INSPECTION OF RECORDS-EC 56043(n)

Upon request, parents or guardians of children with exceptional needs may examine and receive copies of the student's records within five business days after a request is made and prior to any Individualized Education Program meeting, hearing or resolutions session regarding their child.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT-EC 49451, BP 5141.3

A parent or guardian may, by written statement filed annually, refuse to consent to the physical examination, including the vision, hearing and scoliosis screening, of his/her child; however, a child may be sent home if, for good reasons, he or she is believed to be suffering from a recognized contagious or infectious disease. [EC 49451]. School children are examined for vision, hearing, and curvature of the spine at selected grade levels. An opt-out form is included within this notification.

ASBESTOS-40 C.F.R. 763.93, BP 3514

The District has a current management plan for asbestos containing materials for all district portables. The plan is available for inspection at the Risk Management Department at (619) 407-4900 and/or at each school during normal business hours.

USE OF PESTICIDES-EC 48980.3, 17612, AR 3514.2

The name of all pesticides products expected to be applied at the school facilities during the upcoming year can be found at the Risk Management Department at 619.407.4900 and / or at the school site. Persons wishing to be notified in advance of individual pesticide applications may register with the District for that purpose. To register, complete the form included in this notification and return to school site. Additional information on pesticides is made available by the Department of Pesticide Regulation at www.cdpr.ca.gov.

The District has developed an integrated pest management plan to provide a safe and low-risk approach to manage pest problems while protecting the environment, people and property. The District's integrated pest management plan can be found online at www.sweetwaterschools.org and parents or guardians may also view the integrated pest management plan at Environmental and Safety Office during normal business hours.

SCHOOL BUS AND PASSENGER SAFETY-EC 39831.5, AR 3543, BP 5131.1

Bus safety regulations, including a list of school bus stops near each pupil's home, general rules of conduct at school bus loading zones, red light crossing instructions, school bus danger zone, and walking to and from school bus stops, can be found online at www.sweetwaterschools.org.

WILLIAMS COMPLAINT POLICY AND PROCEDURES-EC 35186, BP 1312.3

The District has adopted a uniform complaint process to help identify and resolve deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or mis-assignment, and intensive instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after 12th grade. Notice of the complaint process and the location at which to obtain a complaint form is posted in all classrooms.

NOTICE OF ALTERNATIVE SCHOOLS-EC 58501, 51225.3, BP 6181

“California State law authorizes all school districts to provide for alternative schools. The Education Code 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 desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his 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 in each attendance unit have copies of the law available for your information.* This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.”

A copy of the notice shall also be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

STATEMENT OF NON-DISCRIMINATION-BP 0410

Discrimination in education programs is prohibited by state and federal law. Education Code 200, et seq. requires school district to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, natural origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in accessing educational programs, activities and facilities. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin. Title IX prohibits discrimination on the basis of sex. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability.

The District will take the required steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging non-compliance with this policy are investigated through the Uniform Complaint Process.

LANGUAGE OF AGE DISCRIMINATION

The Age Discrimination Act of 1975 prohibits discrimination on the basis of any age in programs or activities receiving Federal financial assistance. This includes any action, inaction, policy or regulation that adversely affects an individual on the basis of age.

ATTENDANCE-EC 48980(h)

A. Residency Requirements-EC 48200, 48204, BP 5111.1

Each person between the ages of 6 and 18 years (and not exempted) is subject to compulsory full-time education. Each person subject to compulsory full-time education and not exempted shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she meets any of the following:

- (1) Placed in a foster home or licensed children's institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code;
- (2) A pupil who is a foster child who remains in his or her school of origin pursuant to subdivisions (d) and (e) of Section 48853.5.
- (3) A pupil for whom interdistrict transfer has been approved;
- (4) An emancipated pupil who resides within the boundaries of the school district;
- (5) A pupil who lives in the home of a care giving adult that is located within the boundaries of the school district;
- (6) A pupil residing in a state hospital located within the boundaries of the school district.
- (7) A school district may also deem a pupil as having complied with the residency requirements for school attendance in the school district if one or both of the parents or legal guardians of the pupil are physically employed within the boundaries of the school district for a minimum of 10 hours during the school week.

B. Statutory Attendance Options

- **Intradistrict Choice Policy (EC 35160.5(b)):** Residents of the school district may apply to other schools within the school district for their child to attend on a space available basis.
- **Interdistrict Attendance (EC 46600):** The parent or guardian of a pupil may seek release from the home district to attend a school in any other school district.
- **Open Enrollment Act (EC 48350, et seq.):** When a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may request a transfer to another school with a higher Academic Performance Index that is either within or outside of the district.
- **District of Choice (EC 48300, et seq.):** Some school districts may choose to become a district of choice: a district that accepts transfer students from outside the district under the terms of a resolution. A school board that decides to become a district of choice must determine the number of transfers it is willing to accept and make sure that students are selected through a random and unbiased process.

C. Absence for Religious Instruction-EC 46014

Permissive absence may be granted for governing board approved religious exercises or instruction if a pupil has attended at least the minimum school day.

D. Absence for Confidential Medical Services-EC 46010.1

Students in grades 7 to 12 may be excused for the purpose of obtaining confidential medical services without consent of the pupil's parent or guardian.

E. Notification of Minimum Days and Pupil Free Staff Development Day-EC 48980©

A schedule of minimum days and pupil-free staff development days will be made available at each individual school site at the beginning of the school year or as early as possible/no later than one month prior.

F. Grade Reduction/ Loss of Academic Credit-EC 48980(j)

No pupil shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC 48205 for missed assignments/tests that can reasonably be provided / completed.

G. Excused Absence; Justifiable Personal Reasons; Credit (EC 48205); Truancy (EC 48260, et seq.)

State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code 48260, et seq.

• **Excused Absences:**

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

- (a) Due to his or her illness.
- (b) Due to quarantine under the direction of a county or city health officer.
- (c) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (d) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (e) For the purpose of jury duty in the manner provided for by law.
- (f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (h) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district
- (j) A valid excuse may include other reasons that are within the discretion of school administrators, and, based on the pupil's circumstances.

- (2) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (3) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (4) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (5) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

- **Truancy:**

- (1) The first time a truancy report is issued, the pupil and, as appropriate, the parent or legal guardian, may be requested to attend a meeting with a school counselor or other school's designees to discuss attendance issue and develop plan to improve attendance
- (2) The second time a truancy report is issued within the same school year, the pupil may be given a warning by a peace officer pursuant to Penal Code section 830.1. The pupil may also be assigned to an afterschool or weekend study program located within the same county as the pupil's school.
- (3) The third time a truancy report is issued within the same school year, the pupil shall be classified as a habitual truant and may be required to attend an attendance review board or a truancy mediation program pursuant to EC 48263.
- (4) The fourth time truancy is issued within the same school year, the pupil may be within jurisdiction of the Juvenile Court that may adjudge the pupil to be a ward of the court pursuant to Welfare and Institutions Code section 601.

SEX EQUITY IN CAREER COUNSELING AND COURSE SELECTION-EC 221.5(d)

Commencing in Grade 7, school personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

COLLEGE ADMISSION REQUIREMENTS AND TECHNICAL EDUCATION-EC 51229, BP 6178

For students who wish to continue their education after high school, the State of California offers community colleges, California State Universities (CSU), and Universities of California (UC).

Information pertaining to college admission requirements, information about University of California and California State University websites, information about technical information and the availability of school counselors to help students in choosing appropriate high school courses can be found online at www.sweetwaterschools.org.

The District does allow specific career technical education courses to satisfy the visual/performing arts (please see UC Doorways website). For more information about high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California, as well as a complete list of career technical education courses offered by the District that satisfy the subject matter requirements for admission to the California State University and the University of California can be found online at www.sweetwaterschools.org.

In order to attend a community college, students need only be a high school graduate or 18 years of age. In order to attend a CSU, students have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if the student's GPA is 3.0 or above. In order to attend a UC, students must meet coursework requirements, obtain the necessary GPA and test scores, or rank on the top four percent at a participating high school, or qualify by examination alone. Students may also transfer to a CSU or UC after attending community college. For more information on college admission requirements, please refer to the following websites.

www.cccco.edu – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

www.universityofcalifornia.edu – This massive website offers information regarding admissions, online application, and links to all UC campuses.

STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS-EC 489809(k), 52244

State funds are available to cover costs of advanced placement examination fees for eligible economically disadvantaged high school pupils. Please contact school principal for more information.

HIGH SCHOOL EXIT EXAM-EC 48980(e), 60850, BP 5162.52

Pupils completing 12th grade are required to successfully complete the high school exit exam as a condition of graduation. Details regarding the date of the exam administration, the requirements for passing the exam, and the consequences of not passing the exam can be found online at www.sweetwaterschools.org.

TEACHER QUALIFICATIONS

Parents or guardian of all pupils may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

UNIFORM COMPLAINT PROCEDURES-5 C.C.R. 4622, BP 1312.3

The District has adopted a Uniform Complaint Procedure. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation or bullying, non-compliance with school safety planning requirements and pupil fees. Information regarding the Uniform Complaint Procedure can be found online at www.sweetwaterschools.org.

PARENT ATTENDANCE OF SUSPENDED STUDENTS DURING SCHOOL DAY-EC 48900.1, BP 5144.1

The District does not have a policy authorizing teachers to require the parent or guardian of a suspended pupil to attend a portion of a school day in the class of the suspended pupil. More information can be found online at www.sweetwaterschools.org.

PUPIL INSURANCE FOR ATHLETIC TEAMS-EC 32221.5, BP 5143

The District operates an interscholastic athletic team or teams and is required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health programs. Information about these programs may be found online at www.sweetwaterschools.org.

SCHOOL ACCREDITATION-EC 35178.4, BP 6190

The District will notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's internet website, or by any combination of these methods.

PUPIL RECORDS; NOTIFICATION OF RIGHTS-20 U.S.C. 1232(g); EC 49063, 49068, 49069, 49073

Parents, pupils 18 and over, pupils 14 and over that are both homeless and an unaccompanied youth, and individuals who have completed and signed a Caregiver's Authorization Affidavit, have rights concerning pupil records under Education Code Section 49063. These rights include:

- The right to inspect and review the student's education records within five (5) business days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will forward requests to the Custodian of Records. The Custodian of Records will make arrangements for access and notify the parent or eligible student.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose education records without parental consent.
- When a student moves to a new district, the District will forward the student's records upon the request of the new school district within 10 school days.

If parent/guardian or eligible student consent is given in writing, the District will release the following information to the identified party(ies) in the consent:

- Student’s date and place of birth
- Student’s major field of study, if any
- Student’s participation in District-sponsored or recognized organizations or sports
- Weight and height of sports team members
- Student’s dates of attendance in a District program or activity
- Degrees and/or awards received by the student
- Most recent educational institution or program of attendance

“Student Records” do not include:

- Instructional, supervisory or administrative notes by District staff that are made only for that staff member or his/her substitute
- Records of a law enforcement unit that were created for use by the law enforcement unit
- Employee records made for personnel use
- Records of a doctor, psychologist, psychiatrist or other treatment provider and/or assistant regarding a student who is 18 or older or who is attending a postsecondary educational institution. In this case, “treatment” does not include remedial instructional measures.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

CONCUSSION AND HEAD INJURIES-EC 49475

Pursuant to the athletic programs offered by the District, (apart from athletic activity during the regular school day or as part of a physical education course) the District will provide each student athlete’s parent and guardian with a “concussion and head injury” information sheet. The sheet shall be signed and returned by the athlete’s parent or guardian before the athlete may participate in practice or competition.

SAFE PLACE TO LEARN ACT-EC 234, 234.1, BP 5145.3

The District has adopted policies pertaining to the following:

- 1) Prohibition of discrimination and harassment based on characteristics set forth in EC § 220 and Penal Code 422.55;
- 2) Process for receiving and investigating complaints of discrimination and harassment;
- 3) Maintenance of documentation of complaints and their resolution;
- 4) Process to ensure complainants are protected from retaliation and the identity of a complainant is kept confidential if appropriate; and
- 5) Identification of a responsible LEA officer to ensure compliance.

The District’s antidiscrimination and anti-harassment policies are posted in schools and offices and available online at www.sweetwaterschools.org

AVAILABILITY OF PROSPECTUS-EC 49091.14

Each school site shall create a prospectus which includes the curriculum, including titles, descriptions, and instructional aims of every course offered. The prospectus shall be made available upon request by parent or guardian.

DIRECTORY INFORMATION-EC 49073, AR 5125.1

“Directory Information” includes one or more of the following items: student’s name, address, telephone number, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. The District has determined that the following individuals, officials, or organizations may receive directory information:

- Certain school publications
- Outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks
- Military recruiters
- Post secondary educational institutions
- Outside governmental agencies

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil's directory information. However, directory information related to homeless and unaccompanied youth will not be released without the express written consent for its release by the eligible pupil, his/her parent or guardian.

The District may disclose appropriately designated "directory information" as specified herein without written consent unless advised to the contrary in accordance with procedures.

Parents/guardians must notify the District in writing every year if they do not want the District to disclose directory information from their child's education records without prior written consent.

SURVEYS-EC 51513; 20 U.S.C. 1232(h), BP 6162.8

The District will notify parents or guardians of the need for their written permission before any test, questionnaire, survey or examination containing any questions about their child's personal beliefs or practices (or the pupil's family's beliefs or practices) in sex, family life, morality and religion, may be administered to any pupil in kindergarten, or grades 1-12, inclusive. Notification will include specific or approximate dates of when any survey containing sensitive, personal information is to be administered and provide an opportunity for parents to opt pupils out of participating in the survey. Upon request, parents or guardians will be given the opportunity to inspect any third party survey.

ACCESS BY MILITARY RECRUITERS-20 U.S.C. 7908, AR 5125.1

The District provides military recruiters access to secondary school students' names, addresses and telephone listings upon request by the military recruiters. A pupil or parent may request that this information not be released to military recruiters without prior written parental consent.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM-5 C.C.R. 11523, BP 6146.2

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

CAL GRANT PROGRAM-EC 69432.9

All pupils enrolled in grade 12 will be deemed Cal Grant applicants, unless they, or their parent or guardian if the pupil is 17 years or younger, specifically opts-out of such notification. The District will electronically submit each 12th grade pupil's grade point average before March 2nd of the pupil's 12th grade school year. A pupil of 18 years of age or a parent or guardian of a pupil 17 years or younger, may, by written statement, opt out of the Cal Grant program.

PUPIL FEES-EC 49010; AB 1575: Effective March 1, 2013, AR 3260

The District maintains a policy concerning the provision of a free education to pupils and for filing a complaint of non-compliance pursuant to the Uniform Complaint Procedures with the principal of the school alleged to be in non-compliance. More information is available online at www.sweetwaterschools.org.

RIGHTS OF PARENTS OR GUARDIANS TO INFORMATION-EC 51101, BP 5020

Parents/guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- Within a reasonable period of time following making the request, to observe the classroom or classrooms in which their child is enrolled or for the purpose of selecting the school in which their child will attend pursuant to intra-district or inter-district pupil attendance policies or programs.
- Within a reasonable time of their request, to meet with their child's teacher or teachers and the principal of the school in which their child is enrolled.
- To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher.
- To be notified on a timely basis if their child is absent from school without permission.
- To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of the school that their child attends on standardized statewide tests.
- To request a particular school for their child, and to receive a response from the school district. This paragraph does not obligate the school district to grant the parent's request.

- To have a school environment for their child that is safe and supportive of learning.
- To examine the curriculum materials of the class or classes in which their child is enrolled.
- To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- To have access to the school records of their child.
- To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- To participate as a member of a parent advisory committee, school-site council, or site-based management leadership team, in accordance with any rules and regulations governing membership in these organizations. In order to facilitate parental participation, school-site councils are encouraged to schedule a biannual open forum for the purpose of informing parents about current school issues and activities and answering parents' questions. The meetings should be scheduled on weekends, and prior notice should be provided to parents.
- To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- To be notified, as early in the school year as practicable pursuant to EC § 48070.5, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child. Parents and guardians of pupils, including those parents and guardians whose primary language is not English, shall have the opportunity to work together in a mutually supportive and respectful partnership with schools, and to help their children succeed in school. Each governing board of a school district shall develop jointly with parents and guardians, and shall adopt, a policy that outlines the manner in which parents or guardians of pupils, school staff, and pupils may share the responsibility for continuing the intellectual, physical, emotional, and social development and well-being of pupils at each school-site.
- The policy shall include, but is not necessarily limited to, the following:
 1. The means by which the school and parents or guardians of pupils may help pupils to achieve academic and other standards of the school.
 2. A description of the school's responsibility to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all pupils to meet the academic expectations of the school.
 3. The manner in which the parents and guardians of pupils may support the learning environment of their children, including, but not limited to, the following:
 - (a) Monitoring attendance of their children.
 - (b) Ensuring that homework is completed and turned in on a timely basis.
 - (c) Participation of the children in extracurricular activities.
 - (d) Monitoring and regulating the television viewed by their children.
 - (e) Working with their children at home in learning activities that extend learning in the classroom.
 - (f) Volunteering in their children's classrooms, or for other activities at the school.
 - (g) Participating, as appropriate, in decisions relating to the education of their own child or the total school program.

CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS-EC 52052, 60640

The California Assessment of Student Performance and Progress (“CAASPP”) System was established on June 1, 2014. Commencing with the 2014-2015 school year, the CAASPP System includes Smarter Balanced Summative assessments in English Language Arts and Math in grades three through eight and eleven and alternate assessments in English Language Arts and Math in grades three through eight and eleven for students with significant cognitive disabilities. The CST for science is required for all students in grades five, eight and ten unless the student’s IEP indicates administration of the CMA or CAPA. The District will not administer a standards based test in Spanish for reading/language arts in grades two through eleven for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States for less than twelve months.

DRESS CODE/GANG APPAREL-EC 35183, BP 5132

Students are expected to come to school appropriately dressed. Students failing to dress appropriately will be asked to change. The District’s dress code is available online at www.sweetwaterschools.org.

SUN PROTECTIVE CLOTHING/USE OF SUNSCREEN-EC 35183.5

The District allows for outdoor use of sun-protective clothing and the use of sunscreen by students during the day. More information is available online at www.sweetwaterschools.org.

BILINGUAL EDUCATION-EC 52173, BP 6174

The District will notify the parents or guardians of pupils who will be enrolled in a bilingual education program. The notice will contain a simple description of the program, inform the parent or guardian they have the right and are encouraged to visit the class in which their pupil will be enrolled and to have a school conference to explain the purpose of such an education, and that they have the right not to have their pupil enrolled in the program. Notice shall be in English and the primary language of the pupil.

MARKETING: DISCLOSURE OF STUDENT INFORMATION-20 U.S.C. 1232(h), AR 5125.1

The District makes student directory information available in accordance with state and federal laws. This means that each student's name, birthday, birth place, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and the previous school attendance may be released to agencies such as the local PTA or Parent Club, or the military services. If you do not wish this information released, please go to www.sweetwaterschools.org, and sign and return the attached form provided for this purpose to the school or county office program.

ENGLISH IMMERSION PROGRAM-EC 310, AR 6174

In order to facilitate parental choice of program, the District will inform any parent or guardian of a pupil who is to be placed in a structured English immersion program and will notify the parent or guardian of an opportunity to apply for a parental exception waiver.

GATE PROGRAMS-5 C.C.R. 3831, AR 6172

The District's written plan for its GATE program includes procedures to inform parents or guardians of their pupil's participation or non-participation in the GATE program. The written plan is available at www.sweetwaterschools.org.

TITLE 1-20 U.S.C. 6311, BP 0520.2

Permits parents to request information regarding the professional qualifications of the student's classroom teachers, including the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request regarding their child's teacher, parents may also request:

- Information on the level of achievement of the parent's child in each of the State academic assessments, and
- Timely notice that the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified.

Parents may obtain this information by logging on to www.ctc.ca.gov/ and looking up the child's teacher's credentials by entering the first and last name.

The law also requires that parents be notified when a teacher who is not *highly qualified* is hired and teaches the child *four (4) consecutive weeks or more*.

TOBACCO-FREE CAMPUS-HSC 104420, 104495, BP 3513.3

The District receives Tobacco Use Prevention funding to adopt and enforce a tobacco-free campus policy. Information about the policy and enforcement procedures may be found online at www.sweetwaterschools.org. HSC 104495 prohibits smoking and use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground.

PROGRAM IMPROVEMENTS-20 U.S.C. 6316, BP 0520.2

The District shall notify the parent or guardian when their children's school is identified as a "program improvement" and the opportunities for school choice and / or supplemental instruction. The notification shall include:

- An explanation for what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state;
- The reasons for the identification;
- An explanation of what the school is doing to address the problem of low achievement;
- An explanation of what the District or the state is doing to help the school address the achievement problem;

- An explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement; and
- An explanation of the option to transfer to another school or to obtain supplemental educational services.

For information regarding the availability of supplemental educational services, including approved providers, provider services and qualifications, and the applicable procedure for selecting a provider contact the office of State & Federal Programs at (619) 934-8300.

UNSAFE SCHOOL CHOICE-5 C.C.R. 11993(k); 20 U.S.C. 7912, BP 5116.1

Students shall be allowed to attend a safe school. The District shall notify parents or guardians of pupils in elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and of available options for attendance at a safe school. "Any firearms violations" is an event which must be considered in determining whether a school site is at risk of being classified as persistently dangerous.

SCHOOL ACCOUNTABILITY REPORT CARD-EC 35256, 35258, BP 0510

The School Accountability Report Card provides parents and other interested members of the community a variety of information about the school, its resources, its successes, and the areas where it needs improvement. On or before February 1 of each year, an updated copy of the School Accountability Report Card for each District operated school can be found on the District's website at www.sweetwaterschools.org. A hard copy will also be provided upon request to any student's parent or guardian.

COMPREHENSIVE SCHOOL SAFETY PLAN-EC 32286, 32288, BP 0450

Each school is required to develop a school safety plan, which includes a comprehensive disaster preparedness plan. Copies of the school safety plan are available to read at school sites during normal business hours.

DUTY CONCERNING CONDUCT OF PUPILS-EC 44807, BP 5131

All students participating in District programs or activities will comply with District policies, rules and regulations, pursue their studies and obey the valid authority of District staff. Any student who feels another participant is disrupting the student's learning environment is strongly encouraged to report that misconduct to a District staff member. The District staff member will, in turn, report to the designated District staff member in charge of handling student complaints. District staff expects all students enrolled in District programs or activities to conduct themselves in a manner that enriches the educational environment and does not disrupt the learning process. The District believes all students enrolled in District programs or activities should experience a positive learning environment. All students participating in District programs or activities are expected to cooperate by respecting the rights of other participants, which includes the right to a learning environment free from disruptions. Student conduct includes conduct on school grounds, going to and from school and during recess and lunch periods.

Every teacher has a duty to hold pupils accountable for their conduct on the way to and from school, and on the playground or during recess. A teacher, vice principal, principal or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree or physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

DANGEROUS OBJECTS-PENAL CODE 417.27, BP 5131.7

The District prohibits dangerous objects on campus, such as laser pointers and B.B. guns, unless possession is for valid instructional or other school related purpose.

INVESTING FOR FUTURE EDUCATION-EC 48980(d)

The District encourages the investment by parents or guardians for higher education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

CHILD ABUSE AND NEGLECT REPORTING-PENAL CODE 11164, BP 5141.4

District staff is required by law to report cases of child abuse and neglect to the appropriate law enforcement agency when they have a reasonable suspicion that a child has been a victim of child abuse and/ or neglect. Reasonable suspicion does not require certainty that the child abuse and/or neglect has occurred. The reporting staff member's name and report are confidential. The fact that a child is homeless or an unaccompanied minor is not, in and of itself, a sufficient basis for reporting child abuse or neglect.

DISRUPTION IN PUBLIC SCHOOL OR MEETING-EC 32210, BP 3515.2

Any person who willfully disturbs any public school or public school meeting is guilty of a misdemeanor and shall be punished by a fine of not more than five hundred dollars (\$500).

MEDICAL RECORD SHARING-HSC 120440, BP 5141.31

Medical information may be shared with local health departments and the State Department of Public Health. Any information shared shall be treated as confidential medical information. The student or parent or guardian has the right to examine any immunization-related information shared in this manner and to correct any errors in it; and the student or parent or guardian may refuse to allow this information to be shared in the manner described, or to receive immunization reminder notifications at any time, or both. More information regarding medical record sharing including information regarding the immunization registry with which the information may be shared may be found online at www.sweetwaterschools.org.

MEGAN'S LAW-PENAL CODE-290

Information about registered sex offenders in California and how to protect their families can be found at <http://meganslaw.ca.gov/>.

LIABILITY OF PARENT OR GUARDIAN FOR WILLFUL PUPIL MISCONDUCT-EC 48904, BP 5144

The parent or guardian of any minor may be held financially liable for the pupil's willful misconduct which results in injury or death to any pupil or person employed or volunteering for the District or injury to real or personal property belonging to the District or a District employee. The parent or guardian of a minor shall be liable to the District for all property belonging to the District loaned to the minor and not returned upon demand of an employee of the District authorized to make the demand. The District shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma or transcript pursuant to this Section.

CHILDREN IN HOMELESS SITUATIONS-42 U.S.C. 11432, BP 6173

The District has appointed a liaison for homeless children responsible for ensuring the dissemination of public notice of the educational rights of students in homeless situations.

- 1) Liaison contact information: Ramon Leyba, Director of State & Federal Programs (619) 934-8300;
- 2) Circumstances for eligibility include students who lack a fixed, regular and adequate nighttime residence;
- 3) Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, schools records, or legal guardianship papers;
- 4) Right to education and other services including to participate fully in all school activities and programs for which child is eligible, to qualify automatically for school meal programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment;
- 5) That no homeless youth shall be required to attend a separate school for homeless children or youth; and
- 6) That homeless youth shall not be stigmatized by school personnel.

More information can be found online at www.sweetwaterschools.org

CHILDREN IN FOSTER CARE-BP 6173.1 (a)

The District has appointed a staff person as the district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth. Liaison contact information: Molly Ravenscroft, Family Community Services Program Coordinator, at (619) 934-8300.

ACCEPTABLE USE OF TECHNOLOGY-BP 6163.4

The District's policy on the acceptable use of technology on school campuses and access by pupils to the Internet and on-line sites is available at www.sweetwaterschools.org.

CUSTODY ISSUES

Schools are not a forum to settle custody disputes and the school has no legal jurisdiction to refuse a biological parent access to his or her child and the child's school records unless a signed restraining order or proper divorce papers specifically setting forth limitations are on file at the school office. Custody disputes must be handled by the courts.

ELECTRONIC SIGNALING DEVICE-EC 48901.5, BP 1250

District policy regulating the rights of pupils to possess or use electronic signaling devices (e.g., cell phones and pagers) on school campuses during the school day or at school activities can be found online at www.sweetwaterschools.org.

SCHOOL VISITING PROCEDURES-EC 51101(a)(12), AR 5020, BP 1250

District policy concerning visiting procedures may be found online at www.sweetwaterschools.org. Penal Code 627.6: requires schools to post at every entrance a notice of visitor registration requirements, registration hours, registration location, and penalties for the violation of the registration requirements.

WALKING OR RIDING A BIKE TO SCHOOL-VC 21212, AR 5142

The District requests that parents or guardians of children who walk or ride their bike to school plan a safe route to school with their children. The route shall not involve shortcuts through private property and all students are expected to exhibit good behavior.

SEARCH OF SCHOOL LOCKERS-BP 5145.12

The District's policies and procedures related to the search of school lockers may be found online at www.sweetwaterschools.org.

ELECTRONIC LISTENING OR RECORDING DEVICE-EC 51512, BP 1250

The use by any person, including a student, of any electronic listening or recording device in any classroom without prior consent of the teacher and the principal is prohibited. Any person, other than the student, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation is subject to the District's disciplinary procedures.



2015-2016 ACKNOWLEDGMENT OF RECEIPT AND REVIEW

Dear Parent/Guardian:

The Sweetwater Union High School District is required to annually notify the parents and guardians of rights and responsibilities in accordance with Education Code 48980.

If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact an administrator at your child's school. He or she will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

Please complete the "Acknowledgment of Receipt and Review" form below, and return it to your child's school.

This annual notification is also available in an electronic format and can be provided to you upon request. If the notice is provided in an electronic format, the parent or guardian shall submit to the school this signed acknowledgement of receipt of the notice. Signature of the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld.

ACKNOWLEDGMENT OF RECEIPT AND REVIEW

Pursuant to Education Code 48982, the parent/guardian shall sign this notice and return it to the school. Signature on the notice is an acknowledgment by the parent or guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.

Student Name: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Address: _____

Home Telephone Number: _____

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)



2015– 2016 RELEASE FORM FOR DIRECTORY INFORMATION

(Applicable Only for the Current School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL'S REGISTRAR

Student Name: _____ Date of Birth: _____

Address: _____

City: _____ Zip Code: _____

Telephone No.: _____ Grade: _____

School: _____

The primary purpose of directory information is to allow the Sweetwater Union High School District to include this type of information from your child's education records in certain school publications. Directory information includes the pupil's name, address, telephone number, date of birth, e-mail address, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil, or height and weight of athletes, information that is generally not considered harmful or an invasion of privacy released.

The Family Education Rights and Privacy Act (FERPA) and Education Code 49073 permits the Sweetwater Union High School District to disclose appropriately designated "directory information" without written consent, unless you have advised the Sweetwater Union High School District that you do not want your student's directory information disclosed without your prior written consent.

Student Directory Information

- I do not wish to have any directory information released to any individual or organization.
- I do not wish to release the name, address and telephone number of the student names above to the agencies I check below.
- PTA (if applicable)
 - Health Department
 - Elected Officials
 - United States Armed Forces*
 - Universities or Other Institutions or Higher Education*

I am a homeless and unaccompanied youth over the age of 14, or am a parent of a homeless and unaccompanied youth and authorize the release of my directory information in accordance with the law and District policy.

Media Release

- The student may be interviewed, photographed, or filmed by members of the media.
- The student may NOT be interviewed, photographed, or filmed by members of the media.

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

Signature of Student (if over age of 14 and homeless and unaccompanied youth.)



2015-2016 PARENTAL OPTIONS

(Applicable Only for the Current School Year)

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL'S REGISTRAR

Student Name: _____ Date of Birth: _____

Address: _____

City: _____ Zip Code: _____

Telephone No.: _____ Grade: _____

School: _____

Physical Examination

The Sweetwater Union High School District may require physical examinations of students enrolled in Sweetwater Union High School District programs or activities. Any physical examination required by the Sweetwater Union High School District shall be kept confidential. A parent or guardian having control or charge of any child enrolled in public schools may file annually with the principal of the school in which s/he is enrolled a statement in writing, signed by the parent or guardian, stating that s/he will not consent to a physical examination of the child.

- I **do not** want my child to undergo a physical exam for Sweetwater Union High School District programs or activities.
- I grant consent for my child to undergo a physical exam for Sweetwater Union High School District programs or activities.

Sexual Health and HIV/AIDS Prevention Education

Students enrolled in Sweetwater Union High School District programs or activities may receive instruction in health education, which may include sexually transmitted disease prevention, alcohol/drug abuse prevention, and sexual abuse and sexual assault awareness and prevention,. Parents or guardians may submit a written request to excuse their child from participation in any class involving comprehensive sexual education or HIV/AIDS prevention education, or from participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

I would like my child **excused** from:

- Participation in any class involving comprehensive sexual education or HIV/AIDS prevention education.
- Participation in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

My child **may**:

- Participate in any class involving comprehensive sexual education or HIV/AIDS prevention education.
- Participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

Right to Refrain from Harmful or Harmful or Destructive Use of Animals

Pursuant to Education Code 32255, et seq., any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. The student must obtain a note from his or her parent or guardian requesting exemption from participation in an education project involving the harmful or destructive use of animals.

- I would like my child excused from participation in an education project involving the harmful or destructive use of animals
- My child may participate in an education project involving the harmful or destructive use of animals.

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

Acknowledgement of Parent or Guardian of Specific School Activities

(Please sign and return to your child’s school.)

STUDENT’S NAME _____

SCHOOL _____

GRADE _____

Student is on a continuing medication program. (Please check) Yes_____ No_____

IF YES, you have my permission to contact my physician.

PHYSICIAN’S NAME _____

PHYSICIAN’S TELEPHONE _____

MEDICATION _____

DOSAGE _____

I hereby acknowledge receipt of information regarding my rights, responsibilities and protections. I also attest under penalty of perjury that I am a resident of the district, as previously verified, or attend under an approved Interdistrict Attendance Agreement.

SIGNATURE OF PARENT OR GUARDIAN _____

DATE _____

TITLE IX COMPLIANCE REQUIREMENTS:

Please note there has been a revision to the current policies related to Title IX at the District. If you wish to learn more, please visit: <http://www.sweetwaterschools.org/nondiscrimination-statement> or contact the Title IX Compliance Officer at (619) 691-5564.

Attachment B

TITLE IX IS THE LAW

REQUIRES Equal Educational Opportunities, Equal Athletic Opportunities, Equal Athletic Treatment and Benefits

PROHIBITS Retaliation

CASTLE PARK ATHLETICS TITLE IX COMPLAINT PROCEDURE This procedure can be used if you have a complaint about *unequal treatment* – or boys being treated better than girls – in any aspect or procedure relating to the Castle Park athletic program. Unequal treatment includes, but is *not* limited to, the following: (1) boys have access to better athletic facilities; (2) more experienced coaches and a greater number of assistant coaches; (3) greater access to “prime” practice and game times; (4) more equipment and supplies; (5) greater access to medical and training services, including the weight room; (6) better access to recruitment and fundraising benefits; and (7) greater access to publicity than girls. This procedure can also be used to file a complaint about any *retaliation* for complaining about Title IX, the Castle Park High School athletic program or any related matters. If your complaint does not fall under this category, please refer to the Uniform Complaint Procedures outlined in the Student Handbook and on the District website.

COMPLAINT PROCEDURES Any Student, Parent, Coach or Teacher May: (1) Report a complaint in writing to any of the following individuals: Coach, Athletic Director, or Principal; (2) The person receiving the complaint shall, as soon as possible but within **five (5)** school days, notify the complainant in writing of the results of his/her investigation and action taken if any; (3) If the complainant is not satisfied with the resolution of his/her complaint, he/she may appeal the decision to the Title IX Compliance Officer who shall then independently: (a) Review the complaint, investigate and provide a resolution, or (b) Affirm or modify the action accordingly; (4) The Title IX Compliance Officer shall conduct his/her review and resolution of the complaint as soon as possible but within **five (5)** school days of receipt of the appeal; (5) Name and Contact Information for Compliance Staff: • Edmund Bajet, CPHS Title IX Officer, (619) 585-2000 Edmund.Bajet@sweetwaterschools.org 1395 Hilltop Drive Chula Vista, CA 91911 • Steven Lizarraga, Title IX Compliance Officer, (619) 691-5564 Steven.Lizarraga@sweetwaterschools.org 1130 Fifth Ave Chula Vista, CA 91911-2896 • Thomas Glover, Chief Compliance Officer (619) 600-3302 Thomas.Glover@sweetwaterschools.org 680 L Street Chula Vista, CA 91911

Attachment C

NOTICE Sweetwater Union High School District DENIED Female Students at Castle Park High School Athletic Opportunities and Benefits Equal to Males

United States District Court Judge M. James Lorenz found that the Sweetwater Union High School District: **UNLAWFULLY DENIED** female students at Castle Park High School opportunities to participate in sports on an equal level with male students; **UNLAWFULLY DENIED** female athletes at Castle Park High School athletic facilities, coaching, competition opportunities, and other athletic benefits on an equal level with male athletes; AND **UNLAWFULLY RETALIATED** against the female athletes at Castle Park High School because of complaints about this unequal treatment for girls. The retaliation included firing the girls’ softball coach and engaging in other actions that **“SIGNIFICANTLY DISRUPTED”** the softball program. Judge Lorenz found that the “inequalities demonstrated at trial should have been rectified years ago by the District.” **Castle Park High School Has Implemented An Expedited Title IX Complaint Procedure for Problems Concerning Its Athletic Program Or Any Complaints About Retaliation.**

If you have any problems concerning the Castle Park athletic program or complaints about retaliation, please contact: Edmund Bajet, CPHS Title IX Officer (619) 585-2000 Edmund.Bajet@sweetwaterschools.org 1395 Hilltop Drive Chula Vista, CA 91911 • Steven Lizarraga, Title IX Compliance Officer (619) 691-5564 Steven.Lizarraga@sweetwaterschools.org 1130 Fifth Ave Chula Vista, CA 91911-2896 • Thomas Glover, Chief Compliance Officer (619) 600-3302 Thomas.Glover@sweetwaterschools.org 680 L Street Chula Vista, CA 91911

If you are unable to resolve your problem with the compliance officers, please contact the Legal Aid Society-Employment Law Center at (415) 864-8848 or the California Women’s Law Center at (323) 951-9642.



2015-2016 ANNUAL PESTICIDE NOTIFICATION REQUEST

PARENTS: PLEASE READ AND COMPLETE THE INFORMATION BELOW AND RETURN IT TO YOUR SCHOOL'S REGISTRAR

Parents/guardians can register with the school to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code 13184, can do so by accessing the Department's web-site at www.cdpr.ca.gov

The District's Integrated Pest Management Plan may be viewed at www.sweetwaterschools.org

Student Name: _____ Date of Birth: _____

Address: _____

City: _____ Zip Code: _____

Telephone No.: _____ Grade: _____

School: _____

- I would like to be pre-notified every time a pesticide application is to take place at the school. I understand that the notification will be provided at least 72 hours before the application.
- I do not need to be notified every time a pesticide application is to take place at the school. I understand that the notification will be posted at least 24 hours before the application.

Signature of Parent/Guardian (if student is under 18)

Signature of Student (if student is 18 or older)

LETTER TO PARENTS REGARDING INTERNET SAFETY FOR STUDENTS

Sweetwater Union High School District Superintendent to Parents

Subject: Internet Safety

Dear Parents/Guardians:

The Sweetwater Union High School District prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, posted to popular social media websites. Many of the social media websites contain instant messaging components that allow students to chat with other students and post statements that ordinarily would not be said in a face-to-face conversation.

The popularity of these websites seems to be growing, facebook.com, for example, is said to have over 57 million members and has become one of the most popular "message exchange" sites among students nationwide.

Unfortunately, some of these websites are being used by child predators, "cyber bullies," and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such websites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called "cyber bullies," mostly children between the ages of 9 and 14, use the anonymity of the web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students' home or school addresses, thereby becoming easy targets for predators.

The Sweetwater Union High School District has blocked the use of these social networking sites from our school computers. We will continue to block objectionable material as we deem appropriate. Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These social networking websites are public domain, and some of the contents posted there can be seen by anyone who has internet access. Although most of what is written on facebook.com is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate the sites by personally logging on to the sites. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search result by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this website.

HELPFUL TIPS AND RESOURCES

We encourage you to talk to your child about the potential danger of the internet. Ask if they have an account on any social media website. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the internet. Some websites offer parental or family guidance for internet safety; for example:

www.safekids.com

www.webwisekids.org

The Sweetwater Union High School District will continue to provide internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have any questions or would like more information, please feel free to contact: (619) 691-5555.

Sincerely,

Dr. Karen Janney
Superintendent

Sweetwater Union High School District



2015-2016 CONCUSSION INFORMATION SHEET

(Applicable only for the Current School Year)

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complication including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without the loss of consciousness. Signs and symptoms of a concussion may show up right after the injury and can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of a concussion yourself, seek medical attention right away.

Signs and symptoms of a concussion may include one or more of the following:

- | | |
|----------------------------------|---------------------------------------|
| Headaches | Amnesia |
| Pressure in the head | Slurred speech |
| Nausea and vomiting | Fatigue or low energy |
| Neck pain | Loss of consciousness |
| Balance problems or dizziness | Nervousness or anxiety |
| Blurred, double, or fuzzy vision | Irritability |
| Sensitivity to light or noise | ringing in the ears |
| Feeling sluggish or slow | Confusion |
| Feeling foggy or groggy | Concentration or memory problems |
| Drowsiness | Change in sleep pattern |
| Sadness/More emotional | Repeating the same comment/question |
| Seizures/convulsions | Shows behavior or personality changes |

What can happen if my child keeps on playing with a concussion or returns to school?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even the severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. Concussions are no different. As a result, education of administrators, coached, parents and students is the key for student/athlete safety.

If you think your child has suffered a concussion

Pursuant to Education Code Section 49475, any athlete even suspected of suffering a concussion shall be immediately removed from the athletic activity for the remainder of the day. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.

You should also inform your child’s coach if you think that your child may have a concussion. Remember its better to miss one game that miss the whole season. When in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

www.cdc.gov/concussionsinyouthsports.com

Student-athlete Name Printed Student-athlete Signature Date

Parent or Legal Guardian Printed Parent or Legal Guardian Signature Date

Adapted from the CDC and the 3rd International Conference on Concussion in Sport Documents created 05/20/10.



ANNUAL PESTICIDE USE NOTIFICATION

July, 2015

The District has adopted an Integrated Pest Management (IPM) policy. This policy includes notifying parents/guardians of pesticide use. During the school year, it may be necessary to apply pesticides at your child's school to avoid serious health problems posed by pests and/or maintain the integrity of a structure. You are notified as follows:

- An application of products on the Approved List may be applied during the school year (the attached list of pesticide products has been approved for use at the District sites).
- In the event the use of a product is required and is not on the Approved List, you will be notified 72 hours in advance (Exception: Emergency circumstances that warrant an immediate response).

If your child's health and/or behavior would be influenced by exposure to pesticide products and you would like to be notified each time a pesticide application takes place at your child's school, please complete the following form and return it to the principal.

-----Cut here and return if applicable -----

PARENT/GUARDIAN REQUEST FOR NOTIFICATION

I would like to be notified every time a pesticide application is to take place at my child's school (i.e., in addition to annual notification). I understand that the notification will be sent home with my child at least 72 hours before application.

Child's name: _____

School: _____

Name of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

Sweetwater Union High School District Approved Custodial Pesticide List:

<u>Pesticide Name:</u>	Active Ingredient:	<u>Physical Form:</u>	<u>Application Method:</u>	Target Pest	<u>Toxicity Category:</u>	<u>Label Designation:</u>	<u>EPA Reg. Number:</u>
Zap insect killer	D-Trans Allethrin	Mist	Spray	Roaches	1	Caution	33176-21-149-94
Misty fog pus	Permethrin	Mist	Spray	Roaches	1	Caution	10807-162
CR-2	Chlorpyrifos	Mist	Spray	Roaches	1	Caution	8845-122-5741
F-6	Not listed	Mist	Spray	Fly	1	Caution	478-93-5741
Venus 905	Not listed	Mist	Spray	Roaches	2	Caution	None listed
Sunbugger residual	Diazinon+pyrethrum	Mist	Spray	Roaches	2	Caution	1147-20

Sweetwater Union High School District Approved Horticultural Pesticide List:

<u>Pesticide Name:</u>	<u>Active Ingredient:</u>	<u>Physical Form:</u>	<u>Application Method:</u>	<u>Target Pest</u>	<u>Toxicity Category:</u>	<u>Label Designation:</u>	<u>EPA Reg. Number:</u>
Wilco Squirrel bait	Chlorophacinone	Green bait pellets	Placed in burrows	Squirrels	1	Caution	770497
Wilco Gopher Getter	Chlorophacinone	Green bait pellets	Placed in burrows	Gophers	1	Caution	36029-50003
Roundup Pro	Glyphosate	Yellow liquid	spray	Weeds	1	Caution	524-475
Montar	Sodium cacodylate	Yellow liquid	spray	Grass	1	Caution	17545-3
Fusilade 2000	Fluazifop	Blue liquid	spray	Weeds	2	Caution	10182-367
Mecomec 2.5	Diethanolamine	Brown liquid	spray	Weeds	2	Caution	33955-483-2217
Dow-Elanco XL	Surflan	Grey granules	Broadcast or drench	Emergent weeds	2	Caution	62719-113
Grassgetter	sethoxydim	Ambar liquid	spray	Grass	2	Caution	7969-58-54705

Additional Information can be found at www.cdpr.ca.gov, and click on the School IPM link.



OFFICE OF THE SUPERINTENDENT

1130 Fifth Avenue • Chula Vista, California 91911-2896
(619) 691-5555 • FAX (619) 498-1997

July, 2015

Dear Parents:

The Sweetwater Union High School District has complied with the regulations of the United States Environmental Protection Agency to inspect all schools for the presence of friable (easily crumbled) materials that contain asbestos. As required by law, the district is providing this notification. This notice does not apply to the following schools: Eastlake High School, Eastlake Middle School, Olympian High School, Otay Ranch High School, Rancho del Rey Middle School, and San Ysidro High School. These schools were constructed with non-asbestos containing building materials.

To ensure the thoroughness of the inspection, the district utilizes the services of firms recognized as experts in this field. They have completed the inspection and filed their report.

As a person interested in your school site, please be advised that the inspection did reveal the presence of potentially friable asbestos at your location. Information on the inspection and the exact locations of the friable asbestos is available in the administration office at your site. If you have any questions, please contact the site principal or the district's Hazardous Materials Office at 585-6014.

The asbestos found at your site does not pose a hazard to students or staff. The district has worked with knowledgeable people in this evaluation. We will continue to carefully monitor the material and should any occasion arise that requires corrective action, we shall take whatever action is necessary.

The district recognizes the community concern for the health and safety of all students and our responsibility to keep the schools in the safest condition. We will work with you to alleviate any concern you may have regarding this report and correct any problems which might arise.

Sincerely,

Dr. Karen Janney
Superintendent



NUTRITION SERVICES
1130 Fifth Avenue
Chula Vista, Ca, 91911
(619) 691-5510

Dear Parents, Guardians, and Students:

Welcome to Sweetwater Union High School District Nutrition Services Department! It is our commitment to provide as many healthy nutritious breakfast, lunch, and supper meals to each student in the Sweetwater community.

Our team of both nutrition and food service professionals are dedicated to supporting the academic and healthy eating habits of our students, with the goal of promoting life-long healthy behaviors. We provide breakfast, lunch, and supper meals to students and staff during the school day, offering a variety of fresh, made from scratch and seasonal options to our population of approximately 42,000 students.

School meals are served to students under the School Breakfast Program, National School Program and the Child and Adult Care Feeding Program (Supper). All student meals and menus provided by Nutrition Services meet the USDA nutritional guidelines and can be accessed in detail through the School Menu and Nutrition Information sections of our webpage.

- **Regular Lunch \$2.40**
- **Regular Breakfast \$1.50**
- **Free and reduced-priced meals provided at no cost for those who qualify**

Meal Applications are available July 1st of every school year.

Applications are available online as well as the Nutrition Services office and at your child's school site cafeteria or office.

For faster processing please use the online option or deliver the application to the Nutrition Service office. To obtain a meal application, you can visit the main office or cafeteria at each school site, or the Nutrition Services Department at the District office.

Benefits to completing the application includes access to healthy freshly prepared meals and could help reduce fees for AP testing.

So, avoid the wait and complete the application as soon as possible to avoid delays in meal benefit services.

You can use the following link to access Meal Applications online: <https://olr.sweetwaterschools.org>

Please DO NOT fax, copy or email applications. Faxed, copied or emailed applications **will not** be accepted.

Parents, if your child did/does not qualify for meal benefits and would like to pay for your child's meals ahead of time, view account balances, cafeteria purchases and daily spending reports, please visit us at www.paypams.com.

Healthy meals promote your child's success in school!

Sincerely,

Eric Span
Director of Nutrition Services



Office of Curriculum and Instruction

Student/Parent Textbook/iPad Guidelines and Responsibilities

The district provides each student with an adopted textbook. Each student is issued a textbook with a unique barcode number and students must return that textbook with the same barcode. **Textbooks are on loan to students and must be returned in good condition. In Addition, with the iPad initiative students who are in grades 7, 8, and 9 will be issued iPads.**

Ed. Code Section 48904(a) (1) holds students, parents or guardians responsible for the cost of replacing textbooks (\$80 - \$265 per textbook) that are defaced/damaged or not returned including lost or stolen textbooks. The total replacement cost for a lost/stolen iPad is \$484.00; iPad case is \$18.00; 30 pin cable is \$11.00; Lightening cable is \$14.00 and power brick is \$24.00. All replacement costs and damage fines must be paid in **cash**. Be sure to review each textbook when it is checked out to you and report any previous damage.

Please follow the textbook/iPad guidelines below:

- Write your name on the inside cover as soon as it is checked out to you.
- Cover textbooks to keep them from incurring serious damage.
- Do not let your friends borrow your textbooks and iPad because YOU are responsible for each textbook and iPad on loan to YOU.
- **Important Note:** Even if a teacher allows a student to keep books in the classroom, **the student is still responsible for his/her books.**

Student and Parent Responsibilities:

- Students must return/pay for all their textbooks and iPad before withdrawing/checking out to another school or program including within the Sweetwater Union High School District. **Ed. Code Section 48904(b)(1)** allows schools to withhold student grades, diploma and transcripts.
- Students must return/pay for all their previous year's textbooks and iPad before the new school year begins.
- Students must return/pay for all their textbooks and iPad before they are allowed participation in extracurricular activities (athletics, dances, field trips) including promotion and graduation ceremony.
- Incoming students must return/pay for their previous school's textbooks before the new school year begins.

Failure to return/pay textbooks and iPad will result in (Ed. Code 48900-48927; BP 6161.2):

- Students will be placed on the non-privileged list until the entire debt is cleared.
- Students will not be allowed to participate in extracurricular activities (athletics, dances, field trips) including the promotion and graduation ceremony.
- School will withhold grades, transcripts, attendance records, promotion certificates and graduation diplomas.

Textbooks Online Option - Students may have an option to use online (via internet) textbooks instead of printed version if the textbook is available online and student has a computer/internet at home or iPad. Parent signature and other requirements apply. See website: <http://curriculum.suhsd.k12.ca.us> Seventh, eighth and ninth graders will receive iPads with specific textbooks downloaded; parents and students will receive guidelines and forms regarding this initiative directly from each site.



SWEETWATER
UNION HIGH SCHOOL DISTRICT
CURRICULUM AND INSTRUCTION DIVISION
1130 Fifth Avenue, Chula Vista, CA 91911
Ph. (619) 691-5586 Fax (619) 407-4975

Dear Parent/Guardian:

2015-2016

Sections 51930 to 51939 of the Education Code require that parents or guardians be notified about courses that may include instruction and materials related to Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:

Comprehensive Health (9-12)	Parenting	Independent study courses which encompass any of the subject areas listed or any subject areas which fall within the requirements of Sections 51930 to 51938 of the Education Code.
Biology 1, 2	Psychology	
General Science 1	Criminal/Civil Law	
Human Anatomy & Physiology	Sociology	

Permission to be excused from Sex Education

Education Code Section 51938 states that a parent or guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education and assessments related to that education.

Textbooks and Materials

Education Code Section 51934 requires that written and audiovisual materials used in comprehensive sexual health education and HIV/AIDS prevention education be available for inspection by the parent or guardian. To view these materials, please contact the librarian at your child's school.

AIDS Prevention

Education Code Section 51934 mandates that AIDS prevention shall accurately reflect the latest information and recommendations from the United States Surgeon General, Federal Centers for Disease Control and the National Academy of Sciences. It shall include information of the nature of AIDS and its effects on the human body, how HIV is and is not transmitted, and methods to reduce the risk of HIV infection. Sexual abstinence and abstinence from intravenous drugs are emphasized. Local resources for HIV testing and medical care will be included in this instruction.

Guest Speakers and Assemblies

Education Code Section 51938 requires parental notification of instruction or assemblies on comprehensive sexual health education or HIV/AIDS prevention education delivered by outside organizations or guest speakers no fewer than fourteen days prior to the presentation. The parent or guardian must be notified of the date of instruction and the name of the organization or affiliation of the guest speaker. Guest speaker and assembly presentations may include those from the American Red Cross, Kaiser Permanente, Positively Speaking trained speakers, Planned Parenthood, San Diego Health and Human Services, Sharp Hospital, South Bay Community Services, Sharp Rees-Stealy, and UCSD's Doctors Ought to Care Program. Instruction shall advocate sexual abstinence and abstinence from intravenous drug use, monogamy and the avoidance of multiple sexual partners as the most effective means of AIDS prevention. The parent or guardian has a right to request a copy of specified provisions of law relating to comprehensive sexual health education and HIV/AIDS prevention education.

If you wish your son or daughter to be excused from the part of the above courses which deal with sex education topics, it is necessary for you to complete a "Request for Non-Participation in Instructional Programs" which may be obtained from your child's school. Such requests shall be valid for the school year in which they are submitted and may be withdrawn by the parent or guardian at any time. **If you do not wish your son/daughter to be excused, no special communication is required.**

Sincerely,

Executive Director of Curriculum and Instruction



TRANSPORTATION SERVICES
1130 FIFTH AVENUE
CHULA VISTA, CA 91911

Dear Parents, Guardians, and Students:

The Transportation Department looks forward to providing transportation services to all eligible students of the district during the upcoming school year. Continuing to provide safe and efficient services for your students remains our primary goal.

It is the policy of the Sweetwater Union High School District Board of Trustees to provide student transportation to and from school and to establish a fee for this service for those students living beyond board determined distances (Administrative Regulation 3541) as follows:

Middle School more than 2.5 miles from school
High School more than 3.5 miles from school

It is also the Board of Trustees' desire to provide transportation on a "space available" basis to those students who live within the determined distances on a fee for service basis. For the 15-16 school year the fee for transportation will be \$300 per student for the entire school year (about \$1.67 per day). Morning or afternoon only transportation is available for \$150 per student.

Distance from the school is determined using *SUHSD* mapping software. Mileage is determined by using the shortest route (not the most preferred route) from the student's residence to the closest point of the school.

Avoid Waiting In Line To Buy Bus Passes!

July 1, 2015 – Our Online Bus Pass website will be open. Avoid waiting in long lines and/or trying to find vehicle parking at the transportation department by purchasing your bus pass from our website at:

<http://transportation.sweetwaterschools.org>

Bus Passes

- If you decide to mail or bring in your completed application to the Bus Pass Office, please include a color picture (size 1" x 1") of your student along with the application. If you don't have a current picture of your student, one can be taken at the Bus Pass Office for \$1.00. Incomplete or incorrect applications cannot be processed.
- If you mailed in your application (paid in full) and would like your student's pass or permit mailed to you, please enclose a self-addressed stamped envelope. Single-ride tickets cannot be mailed.
- Free transportation is available to those who meet the income eligibility guidelines. Payment plans can also be arranged. For more information on payment plans or free transportation, please visit our website, <http://transportation.sweetwaterschools.org>, or contact the Transportation Department at (619) 691-5527, or email us at transportation@sweetwaterschools.org.
- Faxed or emailed applications WILL NOT be accepted.

Permits and Single Ride Tickets

- Students must apply for a Permit in order to purchase single-ride tickets. Single-ride tickets can be used only by a student presenting a Permit or one-way bus pass. Single ride tickets are available at the transportation office and/or your school's ASB office with a Permit.

Not Eligible for School Bus Transportation?

- If you are not eligible for school bus transportation because you live within the Board's determined distance to your school or you live outside of your school's boundary, you may consider space available school bus transportation (See information below).

Space Available Transportation

- Space available transportation is provided to students on a first come first served, fee for service basis. Students who live within the determined distances may use an existing school bus stop on an existing route as a space available bus rider. It is to be understood that space available transportation means that a student may ride on an existing route only if there is space available on the bus. Additional bus stops or routes **will not** be generated for "space available" bus riders. Space available bus riders may apply for a bus pass and pay the fee. Applications and fees for space available transportation **will not** be accepted once the bus has reached capacity.
- To be considered for space available transportation please make sure to check the appropriate box when you visit the District's Online Registration website and you will be added to the space available waiting list starting **July 1, 2015**. Space available transportation starts on **August 12, 2015**. Follow the link "Online Bus Pass Sales" on the [Transportation website](#).

Additional space available bus stops for School Year 15-16:

Eastlake High School

Lane Ave & Proctor Valley Rd
Eastlake Middle
Mt Miguel Ranch Rd & Paseo Vera Cruz

Rancho del Rey Middle School

Medical Center & Wildauer St

Eastlake Middle School

Hunte Pkwy & Greensview Dr
Olympic Pkwy & Olympic Vista Rd
Eastlake Pkwy & Clubhouse Dr
Proctor Valley Rd & Mt Miguel Rd

Otay Ranch High School

Diamond Dr & Wildauer St

San Ysidro High School

Ebbtide Way & Lyndhurst Terrace
March Harbor & Red Coral Lane
Black Coral Way & Lavender Way
Dennery Rd & Del Sol Blvd
Sea Drift Way & Ocean View Hills Pkwy
Sea Reef & Surf Crest Dr

Olympian High School

Winding Walk & Evening Star St
Santa Rosa Dr & Battle Creek Rd

It is very important to be aware that your student must have a bus pass or ticket with a permit to ride the bus. Only district approved passes or tickets will be accepted. We make every effort to provide the safest mode of transportation available to our students. Your cooperation and understanding of this program will be appreciated.

Sincerely,



Dennis Williams
Director of Transportation

