

## CANYON ELEMENTARY SCHOOL DISTRICT PARENTAL NOTIFICATIONS

Abbreviations: AR = Canyon Elementary School District Administrative Regulation; BP = Canyon Elementary School District Board Policy; EC = California Education Code

### *ABSENCES*

For the Education Code regulations on excused absences, including absences for justifiable personal reasons, absences for religious purposes, and make-up of work missed during excused absences, see the attached [EC 48205](#).

Truancy: after three unexcused absences, a student is considered truant. Each of these absences could be a full day or any 30-minute period during a schoolday, including a tardy (EC 48260). Parents have an obligation to make sure their child attends school and may be guilty of an infraction and subject to prosecution if the child is truant (EC 48260.5).

### *ALTERNATIVE SCHOOLS*

Alternative schools are separate schools or class groups within schools operating under different provisions. Canyon Elementary School District does not operate an alternative school. See the attached [Notice of Alternative Schools](#) (EC 58501, excerpt).

### *ANIMALS, RIGHT TO REFRAIN FROM HARMING*

Students who have moral objections to dissecting or otherwise harming or destroying animals may request and complete alternative educational projects (EC 32255-32255.6).

### *ASBESTOS MANAGEMENT*

No asbestos was used in the construction of Canyon Elementary School, as certified by the school architect, Jonathan Reich. His letter thus certifying remains on display at the school.

### *ATTENDANCE OPTIONS*

To attend Canyon Elementary School, a student must reside in the district or fulfill the residency requirement by completing an interdistrict transfer agreement. Under some circumstances, parents' employment within district boundaries may fulfill the residency requirement. The District will revoke enrollment based on false evidence of residency. (For more information on residency in general, see AR 5111.1. For more information about residency based on parent employment, see EC 48204 and AR 5111.12.)

For details of the District's interdistrict transfer policy and administrative regulation, see the attached [BP 5118 and AR 5118](#).

The California Department of Education provides further information about attendance alternatives, including appeals processes. See the attached document entitled "Choosing Your Child's School."

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### *CONFIDENTIAL MEDICAL SERVICES (Required notice to students in grades 7 and 8 and to all parents)*

School authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian (EC 46010.1).

### *COURSE PROSPECTUS AVAILABLE*

Parents have the right to examine the curriculum materials of the class in which their child is enrolled (EC 49091.14, EC 51101, AR 0520). Requests should be addressed to the child's teacher or to the Principal.

### *DIRECTORY INFORMATION, RELEASE OF*

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information that may be released includes a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, and the name, address, phone number, and electronic mail address of the student's parent or guardian. According to the California Education Code, possible recipients include representatives of the news media, public or private nonprofit organizations, employers or prospective employers, and private schools and colleges. The Education Code further stipulates that directory information shall not be released regarding any student whose parent/guardian notifies the District in writing, at any time, that such information may not be disclosed without the parent/guardian's prior consent (AR 5125.1, EC 49073).

Canyon Elementary School District's current practice is to release directory information only for school-related use by members of the school community and to obtain parents'/guardians' consent before releasing any such information to the public.

### *DISCIPLINE PROCEDURES*

Students who break school rules or applicable laws may be subject to disciplinary measures, including referral for advice and counseling, discussion or conference with parents, recess restriction, detention during and after school hours, community service, reassignment to an alternative educational environment, removal from the class, suspension, or expulsion. For the District's policy and administrative regulations concerning suspension and expulsion, see the attached [BP 5144.1](#) and [AR 5144.1](#). Special disciplinary procedures may apply to students with disabilities (see AR 5144.2).

### *FREE AND REDUCED PRICE MEALS*

The District provides free or reduced price meals for students whose families meet federal eligibility criteria. Application forms are distributed to parents at the beginning of the school year and may also be requested at any time from the school secretary. Eligible

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students are not overtly identified or treated differently from other students (EC 49557, BP 3553, AR 3553).

### *HEALTH SCREENING EXAMINATION*

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

### *HIGH SCHOOL EXAMINATIONS*

Beginning in the 2003-2004 school year, students completing 12th grade in public schools in California will be required to successfully pass the State high school exit examination. More information is available online at [www.cde.ca.gov/statetests/cahsee](http://www.cde.ca.gov/statetests/cahsee).

State funds may be available to cover fees for advanced placement examinations for qualified economically disadvantaged pupils (EC 52240-52244).

### *IDENTIFICATION OF CHILDREN WITH EXCEPTIONAL NEEDS (CHILD FIND SYSTEM)*

School districts, special education local plan areas (SELPAs), and county offices of education are charged with helping identify, locate, and assess individuals who are in need of special education and related services. When a child is referred for assessment and at specified subsequent stages, the child's parents shall be given a copy of their rights and procedural safeguards (United States Code, Title 20, Section 1412, EC 56301, BP 6164.4).

### *IMMUNIZATIONS*

Students entering the District, and students advancing to seventh grade, must have been immunized against rubeola (measles), mumps, rubella (german measles), poliomyelitis (polio), diphtheria, tetanus, pertussis (whooping cough), hepatitis B, and varicella (chickenpox) as required by law. Parents must certify that students have been immunized by completing and submitting a California School Immunization Record (EC 48216, Health and Safety Code 120335, 17 CFR 6000-6075). Under certain circumstances, and with written consent from a student's parent, a licensed physician or surgeon or a nurse acting under the direction of a licensed physician or surgeon may administer immunization for communicable disease to that student (EC 49403).

Exemption from immunization requirements is allowed when a student's parent states in writing that immunization is contrary to his or her beliefs or when the parent provides a

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written statement by a licensed physician that the physical condition or medical circumstances of the student are such that immunization is unsafe or is permanently not indicated. However, if there is good cause to believe that the student has been exposed to one of the communicable diseases listed above, the student may be temporarily excluded from school until the local health officer is satisfied that the student is no longer at risk of developing the disease (Health and Safety Code 120365, 120370, 120375).

### *INSURANCE, AVAILABILITY OF*

The school may make available insurance protection against injuries to students while participating in school excursions or field trips, with the cost of the insurance to be paid by the student's parent or guardian (EC 35331). For more information, inquire in the school office.

### *MEDICAL AND HOSPITAL SERVICES NOT PROVIDED*

The school does not provide medical or hospital service for students who are injured while participating in school-sponsored athletic activities or during other school-sponsored activities.

### *MEDICATION, STUDENTS ON*

Parents of students on continuing medication regimens must inform the Principal of the medication being taken, the current dosage and the name of the supervising physician. With the parent's consent, a designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the drug on the student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose (see EC 49480). For details of the District's policy and administrative regulation on administering prescribed medication and monitoring health conditions, see the attached [BP 5141.21](#) and [AR 5141.21](#).

### *NONDISCRIMINATION POLICY*

District programs and activities are free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. District programs and facilities, viewed in their entirety, are readily accessible to and usable by individuals with disabilities. Individuals with disabilities should notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program or meeting (BP 4010).

### *PARENT RIGHTS AND RESPONSIBILITIES*

See the attached [BP 5020](#) and [AR 5020](#).

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### *PARENTAL ATTENDANCE REQUIRED*

Parents may be required to attend a class in which their child is enrolled as part of a disciplinary proceeding (EC 48900.1). Parents may be required to attend a conference whenever it becomes evident that their child is in danger of failing a course (EC 49067).

### *PESTICIDE PRODUCTS, USE OF*

Canyon Elementary School District does not expect to use any pesticides on school grounds during the school year. If it becomes necessary to use pesticides, the School shall make every effort to provide written notification of the intended use to staff and parents at least 72 hours prior to the application. Warning signs shall be posted at areas where pesticides will be applied, at least 24 hours prior to the application if that is possible, and until 72 hours after the application (EC 17612). More information about pesticide use reduction, and about the School Integrated Pest Management Program in particular, may be found at the web site of the California Department of Pesticide Regulation, [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

### *PHYSICAL EXAMINATION, REFUSAL TO CONSENT TO*

When a parent submits a statement in writing stating that he or she will not consent to a physical examination of his or her child, the child shall be exempt from any physical examination. However, whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he or she shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist (EC 49451).

### *PRIVACY POLICY*

Without the written notice and written consent of a parent, no student shall be given any test, survey, questionnaire or examination containing questions about personal or family beliefs or practices in sex, family life, morality or religion. Personal information disclosed by students or their parents shall be kept confidential and included in the student's record only with the parent/guardian's written consent. Exceptions shall be made only as provided by law (EC 51513, BP 5145.1).

### *QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS*

Parents have the right to request and receive information regarding the professional qualifications of their child's teachers, including paraprofessionals such as teaching assistants or aides.

### *SCHEDULE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS*

The annual School Calendar (Canyon Elementary School District Event Calendar), which indicates minimum days, pupil-free staff development days, holidays, and other school

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events, is included in the summer mailing to parents and posted in the lobby and at the school web site. If any minimum or pupil-free staff development days are scheduled after the beginning of the school year, the school shall notify parents and guardians as early as possible, but not later than one month in advance (EC 48980).

### *SCHOOL ACCOUNTABILITY REPORT CARD PROVIDED*

The School issues an annual School Accountability Report Card (SARC), which includes information about student achievement as measured by the Standardized Testing and Reporting Program, estimated expenditures per student and types of services funded, the total number of instructional minutes offered in the school year as compared to the number required by state law, the School's Academic Performance Index, and other school conditions. Copies will be provided upon request, and report will be accessible at the School web site (EC 35258, AR 0510).

### *SEX EDUCATION, AIDS INSTRUCTION, AND VENEREAL DISEASE INSTRUCTION*

Students receive instruction in sex education and venereal disease and HIV/AIDS prevention from trained instructors in grades 5, 6, 7 and 8. Parents and guardians shall be given advance notice in writing of any class in which human reproductive organs and their functions and processes are to be described, illustrated or discussed. Instructional materials to be used in such classes shall be available for advance inspection by the parent (EC 51550, EC 51820). HIV/AIDS prevention instruction includes the following topics: the nature of AIDS and its effects on the human body, how the human immunodeficiency virus (HIV) is and is not transmitted, activities that present the highest risk of infection, methods to reduce the risk of infection, public health issues associated with AIDS, local resources for HIV testing and medical care, refusal skills and decision making skills, stereotypes and myths regarding persons with AIDS.

### *SEX / HEALTH EDUCATION, EXCUSE FROM*

Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, the pupil, on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs. As used in this section, "religious training and beliefs" includes personal moral convictions (EC 51240). A parent's or guardian's written request shall be valid for the school year in which it is submitted but may be withdrawn by the parent or guardian at any time.

### *SEXUAL HARASSMENT POLICY*

See the attached [BP 5145.7 and AR 5145.7](#).

### *STUDENT INTERNET ACCESS POLICY*

See the attached [BP 6163.4 and AR 6163.4](#).

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### *STUDENT RECORDS, RIGHT TO INSPECT, REVIEW AND CHALLENGE*

A student's record includes information that is directly related to the student and has clear importance to the current educational process of the student. Parents or guardians, and students age 18 or older, have the right to inspect student records. Requests should be addressed to the Principal/Superintendent, who is responsible for maintenance of student records. Under certain circumstances, other individuals and agencies may have the right to inspect student records. See the attached [BP 5125 and AR 5125](#).

Custodial parents or guardians, and students age 18 or older, have the right to challenge any content of a student record that may be inaccurate, misleading or in violation of the student's privacy rights. See the attached [AR 5125.3](#).

### *STUDENT WITH TEMPORARY DISABILITIES*

Special individual instruction (as distinct from independent study) is available for students with temporary disabilities that make attendance at school impossible or inadvisable. Parents should contact the district in which the student is located, whether in his or her home or in a medical or health facility (EC 48206.3).

### *UNIFORM COMPLAINT PROCEDURES*

For complaints alleging unlawful discrimination or failure to comply with state or federal law, Uniform Complaint Procedures shall be followed. For discrimination complaints, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. See the attached [BP 1312.3 and AR 1312.3](#).

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