

ANNUAL NOTIFICATION of Parent or Guardian & Student

INFORMATION & NOTICES
Education Code (EC)
48980 et seq. requires
school districts to notify
parents or guardians
of their rights and
responsibilities at the
beginning of the academic
year. EC 48982 requires
parents or guardians
to sign the notice and
return it to school. A
signature on the notice is
an acknowledgement by
parents or guardians that
they have been informed of
their rights.

Vacaville Unified School District

Choices For Students

Vacaville Unified School District provides students academic excellence and choices that encourage unique and individualized learning experiences. We place precedence on imparting a sense of belonging and commitment to community. Fostering lifelong learning lays a foundation for character, work ethic, collaboration and confidence to aspire and achieve.



2017-2018 Local Control Accountability Plan (LCAP)

VUSD has committed to engage parents, students, teachers, employees, community members and the VUSD Board of Education to establish our LCAP plan. The LCAP describes VUSD's overall vision for students, annual goals and specific actions the district will take to achieve the vision and goals. VUSD goals are:

1. Provide **high quality classroom instruction** and curricula that promote college and career readiness with academic interventions in place to eliminate barriers to student success.
2. Implement systemic changes to address the **achievement gap**.
3. Ensure all school sites have **safe, welcoming, healthy and inclusive climates** for all students and their families, so that all students are in their classes ready to learn.

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ATTENDANCE

Absence

(Education Code 46014, 48205, 48980)

A pupil shall be excused from school when the absence is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. 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.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. 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, attendance at his/her own naturalization ceremony, attendance at an employment conference, attendance at an educational conference on the legislative or judicial process offered by a non-profit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. (Age 18)
9. 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.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

A pupil shall not have his or her grades reduced or lose academic credit for any absence or absences excused pursuant to the above if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Truancy Definitions

(EC48260, 48262 and 48263.6)

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant.

Chronic absenteeism includes all absences, excused and unexcused, and is an important measure because excessive absences negatively impact academic achievement and student engagement.

Arrest of Truants/ School Attendance Review Boards

(Education Code 48263 and 48264)

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance Review Board (SARB).

Homeless and Foster Youth

(Education Code 48850, Title 42 United States Code 11432)

The Governing Board desires to ensure that foster and homeless students have access to the same free and appropriate education provided to other students. Students, parents, guardians and foster parents are encouraged to contact Educational Services for support with educational opportunities, transportation and school placement.

If a family lives in a shelter, motel, vehicle, campground, street, abandoned building, or inadequate accommodations or is doubled up with friends or relatives because they cannot afford housing, the children have the right to:

- Go to school no matter where they live.
- Continue in the school they attended before they became homeless if it is feasible.
- Receive transportation to school and school programs upon request.
- Attend a school and participate in school programs with children who are not homeless.
- Enroll in a school without giving a permanent address.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records

or any other documents required for enrollment.

- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.

Residency Requirements

(Education Code 48204)

A pupil shall be deemed to be a district resident if:

- (1) the pupil is placed in a regularly established children's institution, licensed foster home, or family home 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;
- (3) an emancipated pupil who lives within the district;
- (4) a pupil who lives in the home of an adult who has submitted a caregiver affidavit; or
- (5) a pupil who resides in a state hospital in the district;
- (6) Residency is established when a pupil's parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil within the boundaries of the school district for a minimum of 3 days during the school week.

Attendance Options

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (Intradistrict). This district has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many districts, by agreement, also allow the transfer of students from or to other districts (Interdistrict). Victims of bullying or violence are given preference in Interdistrict transfers.

Intradistrict Transfer

(Transfer within VUSD)

(Board Policy 5116.1)

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List.
 2. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous."
 3. Any student who is a victim of a violent crime while on school grounds.
 4. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either:
 - a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction.
 5. Any sibling of a student already in attendance in that school.
 6. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.
- The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission

requests that are in excess of the school's capacity.

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. The district shall not be obligated to provide transportation for students who attend school outside their attendance area.

Intradistrict - Elementary

Open enrollment is currently being offered at the following elementary schools:

Sierra Vista K-8 School

Fairmont Charter School

All other elementary schools have residency requirements. Students are assigned to schools in their attendance area. All kindergarten students must enroll at their school of residence before requesting an Intradistrict Attendance Agreement.

Intradistrict- Secondary

Open enrollment is allowed at Buckingham Charter Magnet High School. All other secondary schools have assigned attendance areas but open enrollment applications are accepted during the month of February for the following school year.

In order to change schools after February, an Intradistrict Attendance Agreement application must be submitted to the **Director of Student Services at 707-451-7126. Or go to:**

<http://www.vacavilleusd.org/edservices>

Interdistrict Attendance Transfer (Transfer outside of VUSD)

(Education Code 46600-46611; Board Policy 5117)

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of

an agreement, shall be given consideration for the creation of a new permit.

2. To meet the childcare needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a childcare provider within district boundaries.
3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.
4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.
5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
6. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.
8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.
9. When the student will be living out of the district for one year or less.
10. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems that make it inadvisable for the student to attend the school of residence.
11. When there is valid interest in a particular educational program not offered in the district of residence.
12. To provide a change in school environment for reasons of personal and social adjustment.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level. Within 30 days of a request for an interdistrict permit, the Superintendent or

designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

HEALTH AND SAFETY

Communicable Disease

(Education Code 48216, 48940, 48980, 49403)

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Diabetes

Type 2 diabetes is the most common form of diabetes in adults. Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens. According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy. The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells. The pancreas makes insulin, a hormone that moves glucose from the blood to the cells. In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise. Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia. Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight**- The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes**- Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity**- Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups**- Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty**- Young people in puberty are more likely to develop type 2 diabetes than younger children, likely due to normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and

- frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

- Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per

deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

- Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dl is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/ treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

Immunization

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunization records for these students to their schools.

The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs. A student not fully immunized may be temporarily

excluded from a school or other institution when that child has been exposed to a specified disease.

Medical and/or Hospital Insurance for Students

(Education Code 49472)

The Vacaville Unified School District does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance. Parents may purchase student accident insurance which is available for students while they are at school, school sponsored-activities or while they are being transported to or from school. No student shall be compelled to accept such services without his/her consent or, if a minor, without the consent of a parent or guardian. If you have any questions regarding the plans, please feel free to call Student Insurance toll free number (800) 367-5830 or email: info@studentinsuranceusa.com.

Medication Administration

(Education Code 49423, 48980, 49423.1)

The parent or legal guardian of any pupil on a continuing medication regimen for a non-episodic condition must inform the school nurse or school principal of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil. Medication forms are available at the school and must be filed annually at the school. Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and a written statement from the parent or guardian requesting the school district assist the pupil with prescribed medication as set

forth in the physician statement. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

Oral Health Assessment

(Education Code 49452.8) (AB 1433, Chapter 583, Statutes of 2006)

Requires a pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in a public school, to no later than May 31st of the school year, present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.

Pesticide Use at School Sites

(Education Code 17612, 489803)(AB 2260)

The Healthy Schools Act of 2000 requires that public schools provide parents/guardians with a list of pesticides that the district anticipates using at school sites, during the school year. VUSD anticipates using the following pesticides on an as needed basis:

| <u>Pesticide</u> | <u>Active Ingredients</u> |
|----------------------|--------------------------------|
| Ant Bait | Hydramethylnon |
| Barricade | Prodiamine |
| Demand cs | Pyrethroid (microencapsulated) |
| Dragnet | Permethrin |
| Drive 75 | Quinclorac |
| Gopher Getter | Diphacinone |
| Ivy and Brush Killer | Triclopyr, Triethylamine salt |
| Mecomec 2.5 | Potassium Salt; Propionic Acid |
| Pendulum Aqua Cap | Pendimethalin |
| Round Up Pro | Glyphosate |
| Squirrel Bait | Diphacinone |
| Surflan | Orzalin |
| Tempo WP | B Cyfluthin Cyano |
| Turflon | Triclopyr |
| Wasp Freeze | D-trans Allethrin |

You will be notified 72 hours before pesticides are applied at your child's school. Please contact your child's school if you have any questions.

Physical Examinations

(Education Code 48980, 49451)

A parent or guardian may file annually with the school principal a written statement, signed by the parent or guardian, withholding consent to a

physical examination of the child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he 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.

Vision and Hearing Screening

(Education Code 49452, 49455, 49456)

School districts shall provide screening of the vision and hearing of pupils in grades K, 2, 5, 8, screening of hearing in grade 10. District school nurses perform the screenings. Parents will receive written notification of their children who have failed the screening. To exempt a pupil from mandated screening, parents must notify the school office in writing.

Temporary Disability Instruction

(Education Code 48206.3, 48207, 48208, 48980(b))

A pupil with a temporary disability that makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact your principal for further information. A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

STUDENT INSTRUCTION AND ACHIEVEMENT

Advanced Placement Exam Fees

(Education Code 48980(k), 52244)

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both. Please contact your school counselor for information.

Alternative Schools

(Education Code 58501)

California State law authorizes all school districts to provide alternative schools. These are defined as a school or separate class or group within a school which is operated in a manner designed to:

- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- Recognize that the best learning takes place when the student learns because of his desire to learn.
- Maintain a learning situation maximizing pupil 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 teacher of choices of learning projects.
- Maximize the opportunity for teachers, parents, and student to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- Maximize the opportunity for students, teachers, and parents 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 the district, and each principal's office 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 a district.

HIV/AIDS Prevention Education and Instruction

(Education Code 48980, 51930-51938)

Pursuant to Education Code 51938, a school district shall ensure that all pupils in grades 7 through 12, inclusive, receive HIV/AIDS prevention education. Each pupil will receive HIV/AIDS prevention instruction at least once in middle school and once in high school. HIV/AIDS prevention instruction will include information on the nature of HIV/AIDS and its effects on the human body, how it is transmitted, methods to reduce the risk of infection, public health issues, resources for testing and medical care, refusal skills and effective decision making. Written notice shall be sent to parents. Written parent refusal is required for a pupil not to receive such instruction.

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.

Testing Opt Out

Pursuant to California Education Code Section 60615, parents/guardians have the right to exempt their child from certain statewide assessments such as the California Assessment of Student Performance and Progress (CAASPP). Exemptions must be renewed each academic year and must be in writing. Please contact the school Principal for more information on this provision.

Use of Technology

(Education Code 48980)

Access to Vacaville Unified School District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. The District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to or post inappropriate or harmful matter while

using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

Child Find

(Education Code 56301)

The District has a duty under both Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act to identify, locate, and assess children with disabilities who are in need of regular or special education and related aids and services. If you believe that your child is in need of regular or special education and related aids and services, you may initiate a referral for assessment by contacting your school's principal.

STUDENT RECORDS AND INFORMATION

Pupil Records

FERPA (Family Education Rights and Privacy Act of 1974 5 CCR:432 (e))

Federal and state laws grant certain rights of privacy and rights of access to pupils and to their parents or legal guardians. Full access to all personally identifiable written records maintained by the school district must be granted to:

1. Parents or legal guardians of pupils age 17 and younger.
2. Pupils age 18 and older, or pupils who are enrolled in an institution of post-secondary instruction (called "eligible pupils").
3. Pupils age 16 and older, or pupils who are enrolled in an institution of post-secondary instruction (called "eligible pupils").

Parents/guardians or eligible pupils may inspect and review individual records by making a request to the principal. They shall have the right to inspect or review records during regular school hours no later than five (5) business days following the date of the request to review and inspect. Explanations and interpretations are provided, if requested.

Parents/guardians have the right to seek to amend records that are alleged to be inaccurate or misleading.

Parents/guardians or eligible pupils may receive a copy of any information in the

records at a reasonable cost per page. When a pupil moves, records will be forwarded upon request by the new school district.

When the district discloses personally identifiable information to officials of another school, school system or postsecondary institution where the pupil seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult pupil at his/her last known address, provide a copy of the record that was disclosed, and give him/her an opportunity for a hearing to challenge the record. At the time of transfer the parent/guardian (or eligible pupil) may review, receive a copy (at a reasonable fee) and/or challenge the records. Directory information shall not be released regarding a pupil identified as homeless unless a parent has provided written consent that directory information can be released. School officials, including but not limited to teachers, staff, administrators, board members and contractors may obtain access to personally identifiable information contained in educational records. School officials must have a legitimate educational interest defined as the need for information to fulfill his or her professional responsibility.

Military Recruiter Information

(Title 20, United States Code 7908)

The No Child Left Behind Act of 2001 requires that school districts disclose the names, addresses, and telephone numbers of high school pupils to military recruiters upon request, unless parents and guardians request that this information not be released without prior written consent. Parents and guardians have the option of making such a request. If you do not wish this information to be provided to military recruiters, please notify your child's principal.

Release of Student Information

(Education Code 49073)

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information contains personally identifiable information which includes but is not limited to student's name, address, telephone number, electronic

mail address, photograph, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended.

This may also include the use of students' photograph in board presentations, news stories or district social media, printed and online publications.

Parent/guardians may have the district withhold all of this information by submitting a completed VUSD FERPA-Notice of Directory Information form to your school within thirty days from the start of the school year. Directives to withhold information expire at the end of each school year; a new form must be completed each school year to keep the directive active.

Parents may file a complaint with the Family Policy Compliance Office regarding an alleged failure of the school or district to comply with FERPA.

More Information about your privacy rights can be found at:
<http://www.cde.ca.gov/ds/dp/dataprivacyferpa.asp>

Release of Information Pursuant To Court Order

(Ed. Code 49077)

Information concerning a pupil shall be furnished in compliance with a court order or a lawfully issued subpoena. Only if a court order is provided, will any student information be disseminated, attached or provided to federal officials. The court order must indicate prior approval of the presiding judge of the juvenile case. For further information see the Welfare & Institutions Code (WIC) section 831.

Protection of Pupil Rights,

(20 U.S.C. § 1232h; 34 CFR Part 98)

VUSD follows the Pupil Rights Amendment (PPRA), another federal law that grants parental rights and protections. PPRA governs areas of student privacy in eight protected areas, parental access to information, the administration of certain physical examinations to minors, notice of collection of data for marketing or surveys requesting protected information. Under PPRA, VUSD is required to develop policies, in consultation with parents, and must notify of substantial changes to the

policies. More about PPRA at:
<http://familypolicy.ed.gov/ppra?src=ferpa-p>

DISCRIMINATION, COMPLAINTS AND PROCEDURES

Sexual Harassment

Board Policy 5145.7

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in the district complaint processes.

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

Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her

teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

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

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

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

Uniform Complaint Procedures

(Board Policy and Administrative Regulation 1312)

The uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying.

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and

notices concerning uniform complaint procedures shall be translated into that language. The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

**Human Resource Assistant
Superintendent, 401 Nut Tree Road
Vacaville, California 95687
(707) 453-6100.**

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

Title I Schools

(20 USC 6311,34 CFR 200.61)

Requires the school district, at the beginning of the school year, to notify parents or guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher(s).

Notification must be in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand.

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. The Superintendent or designee shall ensure that each school receiving Title I funds develop a school-level parent involvement policy in accordance with 20 US.

BOARD OF EDUCATION TRUSTEES

President, Michael Kitzes
Vice President, Shawn Windham
Clerk, Sherie Mahlberg
Shelley Dally
John Jansen
Tracee Stacy
Whit Whitman

Superintendent, Dr. Jane Shamieh

VUSD PHONE DIRECTORY

VUSD Departments

| | |
|----------------------------------|----------|
| Business/Administrative Services | 453-6121 |
| Educational Services | 453-6118 |
| Facilities | 453-6138 |
| Human Resources | 453-6106 |
| Maintenance | 453-6966 |
| Nursing | 453-7142 |
| Public Information Office | 453-6155 |
| Purchasing | 453-6960 |
| Special Education | 453-7203 |
| Student Nutrition (school meals) | 453-6157 |
| Student Services | 453-7126 |
| Superintendent's Office | 453-6101 |
| Technology | 453-6151 |
| Transportation | 453-6967 |

VUSD Schools

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|---|----------|
| Alamo Elementary | 453-6200 |
| Browns Valley Elementary | 453-6205 |
| Buckingham Charter Magnet High | 453-7300 |
| Cooper Elementary | 453-6210 |
| Country High | 453-6215 |
| Edwin Markham Elementary | 453-6230 |
| Ernest Kimme Charter Academy for Independent Learning | 449-4092 |
| Eugene Padan Elementary | 453-6235 |
| Fairmont Charter Elementary | 453-6240 |
| Hemlock Elementary and Alternative Cooperative Education (ACE) | 453-6245 |
| Jean Callison Elementary | 453-6250 |
| Orchard Elementary | 453-6255 |
| Sierra Vista K-8 | 453-6260 |
| Vaca Pena Middle | 453-6270 |
| Vacaville High | 453-6011 |
| VEEP (Adult Education) | 453-6018 |
| Will C. Wood High | 453-6900 |
| Willis Jepson Middle | 453-6280 |