

These documents contain an outline of your rights as a parent and the district's attendance policy. It is important that you understand its contents. If you would like a copy of this information translated in Spanish, Vietnamese or Chinese, please contact the school office.

Estos documentos contienen información sobre sus derechos como padres y sobre la política de asistencia del distrito. Es importante que usted comprenda su contenido. Si desea una copia de esta información en español por favor acuda a la oficina de la escuela.

Các tài liệu này phác họa các quyền lợi của phụ huynh và chính sách hiện diện của học sinh. Điều quan trọng là quý vị cần hiểu rõ các nội dung này. Nếu quý vị muốn sản dịch thông tin này bằng tiếng Việt Nam, tại trường học của con em quý vị.

以上是有關家長權利以及在本校區就讀的各項規定。您必須了解所有內容。如果您需要一份有關這信息的中文翻譯，請與學校辦公室聯繫。

**Please review all information with your child; sign Form A, Form B and Form C  
and return them to the school office.**

Dear Parents and Guardians,

August 2015

The staff of the Berryessa Union School District would like to welcome you to the 2015-2016 school year. We look forward to partnering with you to ensure your child's school success.

The Board of Trustees, Superintendent Will H. Ector, Jr., and all district staff are committed to student achievement. Improvement in your children's achievement starts with daily school attendance, which is a shared responsibility. Daily school attendance must start at home with your own motivation and value of education. We in the school must build on that home value. Education Code 48200 requires compulsory daily school attendance for students six (6) to 18 years of age. Ensuring regular school attendance of all children in our community is one of our district's main responsibilities. We are especially committed to making sure all students are present every day school is in session. We are also committed to ensuring that students arrive on time, attend each instructional period, and complete the school day.

California Education Code allows excused absences for the following reasons:

Illness; Funeral services for immediate family;  
Medical, dental or optometry services; and, Quarantine

The parent/guardian of the student must send a note and/or phone the school to clear any of these excused absences. Failure to excuse the absence results in a recorded unexcused absence (truancy) on the student's record.

One way to ensure your child's daily attendance is to review the school district's 2015-2016 calendar and plan family holidays and vacations to occur on school holidays. Even parent notification to the school of a student absence for a family vacation results in lost instructional time for the student and is not an excusable reason for absence. Some other examples of reasons that are unexcused for student absences are: Going shopping; visiting relatives; parent's medical appointments; students' birthday; oversleeping; minor illnesses; childcare by the student at home; and, family moving from one home to another

Options are available for students in limited cases. Students who are absent for more than ten (10) consecutive days for medical reasons are eligible for home/hospital services.

Students will be marked as **truant** after the third (3rd) unexcused absence and/or tardies of more than 30 minutes. Schools will be sending formal letters to the parents/guardians of students who accumulate three (3) days/periods of unexcused absences or tardies, or combination thereof. This letter will inform the family of a potential declaration of truant on their child's school record according to Education Code 48260. Schools may request your attendance at a conference to discuss your child's attendance.

Berryessa School District, together with the San Jose City Council and the Santa Clara County Board of Supervisors, have launched a countywide Truancy Abatement Initiative to decrease truancy in Santa Clara County. The State of California also recognizes the importance of regular school attendance and passed legislation restricting school attendance funding calculations to those students actually in attendance. Schools no longer receive the state revenue for excused absences. In Berryessa, this results in a potential loss of revenue each year.

Berryessa School District's goal for 2015-2016 is to continue to improve our district's excellent student attendance record. We appreciate your assistance in this goal since every day of attendance can count towards your child's continued academic success.

Will H. Ector, Jr.  
Superintendent

**BOARD OF TRUSTEES**

Thelma Boac

Richard Claspill

David Cohen

Hugo Jimenez

Khoa Nguyen

# Berryessa Union School District

## REVISED 2015-2016

# SCHOOL YEAR CALENDAR

180 Student Days

Legend	
First Day of School	New Teachers Report
Last Day of School	All Teachers Report
Pupil Holidays	( ) # of Student Days
	Teacher Voluntary Prof. Dev. Day

July (0)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

4 - Fourth of July  
(3rd observed)

November (15)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

11 - Veterans' Day  
23 - 27 Thanksgiving Break

March (18)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

25 - Apr 1 - Spring Break

August (6)				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

17 - New Teachers Report  
18 - Voluntary P.D. Day  
19 - All Teachers Report  
24 - First Day of School

December (14)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

21-Jan 1 - Winter Break

April (20)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September (21)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7 - Labor Day

January (19)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

18 - Dr. King Day  
(observed)

May (21)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

30 - Memorial Day

October (22)				
M	T	W	T	F
		1	2	
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February (16)				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

15-19 - President's Break

June (8)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

10 - Last Day of School



BERRYESSA UNION SCHOOL DISTRICT

NOTICE TO PARENTS REGARDING FEDERAL LAWS AND EDUCATION CODE EXCERPTS  
RELATING TO RIGHTS OF PARENTS OR GUARDIANS OF MINOR PUPILS

**IMPORTANT** Read, sign, date and return the last page of this document. School personnel must know if you have received this information. - EC §48980 - 1, 2

1. **Nondiscrimination (Board Policy 5145.3, 5145.5, Federal Law (Title IX) P.L. 92-318 and EC §40)** - To Prohibit Discrimination - It is the policy of the Berryessa Union School District not to discriminate on the basis of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics. This requirement not to discriminate extends to employment practices by the district as well. Parents are urged to address complaints regarding violations of the law to the Education Services Department (923-1830).
2. **Tests on Personal Beliefs (EC §60650)** - Tests, questionnaires, or examinations containing questions about the student's personal beliefs or practices in sex, family life, morality, and religion may not be given to students unless the parents or guardian is notified in writing and gives written permission.
3. **Absences (EC §46010)** - Absences from school shall be excused only when the absence is due to illness of the student, quarantine, medical appointments, funeral attendance for a member of the immediate family, or exclusion from school because the student does not have required immunizations.
4. **Absences (EC §48205)** - Students, with written parental permission, may be excused from school for justifiable personal reasons. (a) Notwithstanding Section 48200, 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, optometrical, 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, 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. (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code. (b) 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 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. (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments. (e) "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."
5. **Absences (EC §48205) - Justifiable Reasons Board Policy 5113** - Verification-Physician Verification Board policy determines that when a student has absences in excess of 10 percent (10%) of total number of days enrolled for the current year due to illness and verified by methods listed in "method verification steps", any further absences for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by physician will result in absences being recorded as unexcused.
6. **Absences (EC 46014)** - Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction. No pupil shall be excused from school for such purpose on more than four days per school month.
7. **Confidential Medical Services (EC §46010.1)** - By law students, grades 7 and 8, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. Otherwise, it is the practice of the Berryessa Union School District not to release students without parental consent.
8. **S.A.R.B. (EC §48320; Board Policy 5110.1)** - Berryessa Union School District has established a District School Attendance Review Board. It is the purpose of this board to review cases referred by principals for students who are chronically truant or whose behavior is beyond control of the school. Students whose attendance problems cannot be resolved or students and parents/guardians who fail to respond to SARB directives to correct the problems may be referred to the District Attorney's office for prosecution.
9. **Pupil Discipline (EC §35291; Board Policy 5130)** - Parents and guardians will be notified in writing of their school's discipline rules and regulations at the beginning of each school year and to transfer students at the time of enrollment.
10. **Duty Concerning Conduct of Pupils (EC §44807)** - Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.
11. **Duties of Pupils (5 CCR §300)** - Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers and others in authority and refrain from profane and vulgar language.
12. **Hazing Prohibition (EC §32051)** - Pupils and other persons in attendance are prohibited from conspiring to engage in hazing.
13. **Dress Code/Gang Apparel (EC §35183)** - The district is authorized to adopt a reasonable dress code.
14. **Pupil Discipline (EC §48900(q) and (r) Grounds for Suspension** - A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (q) a pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section (r) a superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
15. **Attendance of Suspended Pupil's Parent (EC §48900.1)** - If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

16. **Pupil Discipline – Expulsion (EC §48915 (c)(d))(Board Policy 5131)** - The Board must expel a student for the following violations: 1) possession, selling or furnishing a firearm; 2) brandishing a knife; 3) selling a controlled substance; 4) committing or attempting to commit a sexual assault or committing a sexual battery. This action removes a child from all Berryessa Union School District schools for a period of up to one year. The Board may also expel for weapons, explosives (including firecrackers), damage to property, theft, drug possession, drug paraphernalia, obscenity, vulgarity, and receipt of stolen property and sexual harassment. (**Board Policy 5131**)
17. **Mandatory Recommendation for Expulsion (Board Policy 5131)** - It is the intent of the Board of Trustees to ensure a safe learning environment for all students. Injurious objects and weapons (including but not limited to firearms, knives of any size, blackjacks, metal knuckles, and replicas) are prohibited at school, to and from school, or at any school sponsored event.
18. **Pupil Records (Federal Law (FERPA) 34 CFR Part 99 and EC §48980-85 and 49063)** - Parents or guardians have the right to (a) be informed of all student records maintained by the district and the person responsible for the maintenance of student records, (b) access to student records, (c) challenge the content of student records, and (d) full information from a responsible official of all procedures for collecting and maintaining record information for students. Parents desiring to review student records should submit a written request to the Assistant Superintendent of Education Services that identifies the record(s) they wish to inspect. The Assistant Superintendent will make arrangements for access and notify the parent of the time and place where the records may be inspected. Parents or eligible students may ask Berryessa Union School District to amend a record they believe is inaccurate or misleading. Parents should submit a written request to the Assistant Superintendent of Education Services, clearly identifying the part of the record they wish to change, and specifying why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advice of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent when notified of the right to a hearing. Board Policy 5126 states **Official Pupil Records** "may be used only for the benefit, promotion, or welfare of the student" and are accessible to the parent or legal guardian of the student. Certain groups are permitted directory information without prior consent. Directory information may include the student's name, birthdate, birthplace, address and previous school attendance. Upon written request from the parent or legal guardian of a student, the district will withhold directory information.
19. **Release of Student Records/Compliance with Subpoena or Court Order (EC §49076 and 49077)** – Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.
20. **Release of Student Directory Information Board Policy 5125.1 (EC49073, 20 USC 1232g,7908)** – Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. Directory information is defined as follows: Name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received and most recent previous school of attendance. (You may decide at any time to withhold directory information, forms are available at school sites and the district office.)
21. **Parent/Guardian Liability (EC §48904)** - Parents or guardians are liable for any willful conduct of their minor children which results in injury to another student or to school district personnel, or for any willful cutting or defacing of any school property belonging to a school district or to a school district employee, or for any property belonging to the school district and loaned to the minor student and willfully not returned. Such liability shall not exceed \$7,500. Following due process procedures, the school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or until completion of a voluntary work program in lieu of payment of monetary damages.
22. **Health Checkup (Health and Safety Code 124090) (EC 49451)** - The District requires a health checkup before entrance into first grade. California Law requires that all children have a health checkup within 18 months before entering the first grade. The district *prefers* that all Kindergarten students have a health exam prior to their registration date each spring. Parental waivers are available under certain conditions.
23. **Immunization for Communicable Diseases (EC §49403) (Health and Safety Code 120325)** - Diphtheria, Tetanus, Pertussis (DPT), Poliomyelitis; Rubeola (measles), Mumps, Rubella (MMR); Hepatitis B, Varicella (Chicken Pox (only if not exposed)) and a T.B. (Mantoux) skin test or TB Risk Assessment for Santa Clara County, are mandatory for all students entering kindergarten, 7<sup>th</sup> grade, or school for the first time. Tdap, Hepatitis B and Rubella booster also is required for all students entering 7th grade. Measles assessments are conducted for all students on a continuing basis. Parents, who object to all or some immunizations must present a "Personal Beliefs Exemption" form (CDPH 2862), completed and signed by their medical care provider.
24. **Health and Safety Code 120325 (EC 48216)** - Students will be prohibited from attendance until required immunizations are completed, unless legally exempted.
25. **Administration of Medication (EC §49423)** – Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the school district receives the appropriate written statements.
26. **Administration of Over-the-Counter (OTC) Medications in School (49423; CCR, Title 5, sections 600 and 601(b))**  
All over-the-counter (OTC) medications administered in school under CCR Title 5 Article 4.1 shall have a written statement from the authorized health care provider and the parent or guardian.
27. **Notice to School for Continuing Medication (EC §49480)** - Parents are to inform the school district nurse or other certificated school employees of medication given to a student on a continuing basis for a non-episodic condition. The type of medication, current dosage, and the name of the supervising physician is to be given to the certificated person.
28. **Evaluation of Hearing (EC §49450, 49451 and 45452)** - Each student shall be given a screening test in kindergarten or first grade, and in second, fifth, and eighth grades. Students may be excluded from the screening test by a written request from parent or guardian.
29. **Vision Evaluation (EC §49455)** - Vision screening will include kindergarten and/or first, fourth and seventh grade students. All first grade boys will be screened for color perception. The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist.
30. **Temporary Disability (EC §48206.3, 48207 and 48208)** - During the regular school year, individual instruction for one hour per day will be provided to a student temporarily in a hospital or at home, who has a documented physical or emotional disability and requires such services.
31. **Screening for Scoliosis (EC §49452.5)** - All female students in Grade 7 and all male students in Grade 8 shall be given examinations for scoliosis lateral curvature of the spine. Parents may file a statement refusing the examination of the student with the principal of the school.
32. **Right to Refrain from Harmful use of Animals (EC §32255-32255.6)** – Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

33. **Megan's Law Notification (Penal Code §290.4)** – Parents and members of the public have the ability to review information regarding registered sex offenders at the main office of the local law enforcement agency for this school district.
34. **Non-Mandatory Programs for Parental/Pupil Participation (EC §49091.18)** – Schools may not require a student or student's family to submit to or participate in any assessment, analysis, evaluation, or monitoring of the quality or character of student home life, parental screening or testing, nonacademic home-based counseling program, parent training, or prescribed family educational service plan.
35. **Sex Education (EC §51240, 51550 and 51820)** - Whenever instruction in health, family life education, or sex education conflicts with the religious training and beliefs of the parents, they may request, in writing, that the student be excused from that part of such instruction. In addition, before sex education may be taught to a student in school, the parents must be informed and given the opportunity to request, in writing, that their child not attend that portion of class. Such requests shall be valid for the school year in which they are submitted but may be withdrawn at any time. Parents have the right to inspect/review, in advance, any pertinent written or audio-visual material to be used in such a course. This section does not apply to words or pictures in any science, hygiene or health textbook (EC §51550).
36. **Physical Examination Exemption (EC §49451)** - A child may be exempt from physical examination whenever the parent files a statement refusing the examination of the student with the principal of the school in which the student is enrolled. However, whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return until the contagious or infectious disease does not exist in him/her.
37. **Medical and Hospital Services (EC §49472-74)** - Medical and hospital services for students injured at school or school-sponsored events, or while being transported, may be insured at district or parent expense. Berryessa District does not provide insurance coverage under this code. Insurance information for students is provided to parents through the principal's office in each school.
38. **Alternative Schools (EC §58501)** - California State law authorizes all school districts to provide for alternative schools. In the event any parent, student 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.
39. **Special Education Programs or Services (EC §56030)** - Programs/services are provided for students with special needs due to a handicapping condition. Parents may refer their child for evaluation to determine special needs either to the child's teacher, principal, or the district Education Services Department (923-1830). Additional information is available upon request from either the school or district.
40. **Uniform Complaint Policy (Board Policy 1312.3; (Available at each school or the District Office))** - The district follows uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination or failure to comply with the law in consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, and special education programs. A copy of this policy will be provided in the August/September school newsletter.
41. **Sexual Harassment (Board Policy 4013/5133; EC §48900.2, 212.3, 212.6 EC 48980(g))** - Sexual harassment of any kind is strictly prohibited by policy of the Berryessa Union School District. Behavior toward any student, employee, or campus visitor which constitutes unwelcome sexual advances, including but not limited, to request for sexual favors, verbal or physical conduct, the display of derogatory posters, cartoons, photos, or drawings, and other verbal or physical conduct of a sexual nature will be considered to be sexual harassment when either a complaint is filed by a student, employee, campus visitor or their representative or such conduct has the purpose or effect of interfering with the individual's performance or purpose. Incidents of sexual harassment are to be immediately reported to a teacher, school or District Office administrator. Each incident of sexual harassment will be investigated and appropriate action taken as necessary. A pupil in grades 4-8 may be suspended from school or recommended for expulsion if the Superintendent or Principal of a school in which a student is enrolled determines that the student has committed sexual harassment.
42. **Tobacco-Free Schools; Board policy 3513.3** – The use of tobacco products is prohibited at any time in district owned, or leased buildings, or on district property. Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within the boundaries of any playground (Health and Safety Code 104495)
43. **Child Abuse Reporting Law (Penal Code Section 11166)** - All employees are to report suspected child abuse to the proper authorities. Employees are to be trained annually.
44. **Alternative Attendance Options (EC 4890(h))** – Parents may submit an “*Intra District Transfer Request Form*” to request that their child attend another school within Berryessa Union School District that is not their resident home school. Parents may submit a “*Request For Interdistrict Attendance Permit*” to have their child attend a school district other than Berryessa Union School District. These forms are available at each school site and at the District Office.
45. **Other Interdistrict Transfers (EC§46601.5 – EC §46611)** – Allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers.
46. **Appeal to County Board of Education (EC 46601)** – Whenever the District denies a transfer request, whether into or out of the District, Education Services Division will notify the parent or guardian filing the request of the right to appeal the District's decision to the County Board of Education under Education Code Section 46601. Education Services Division shall provide the parent or guardian with the information specified in that section of the Education Code.
47. **Residency Requirements for School Attendance (EC 4890(h))**- Proof of residency within the district is required at the time of registration. If you own or rent your home one of the following items must be presented as proof of residence: Deed of Trust, Grant Deed, property tax bill, mortgage statement, escrow letter, tax assessment card, current lease or rental agreement. **In addition** one of the following documents in the parent guardian's name must also be presented to complete the residency requirement: Current P.G.& E bill, utility service contract (or statement/payment receipt), pay stub, W-2 form, voter registration, or correspondence from a government agency.
48. **Parent Employment in Lieu of Residency (also known as "Allen Bill Transfers") (EC §48204(f))** - An elementary school student may be deemed a resident of a district in which one or both of the student's parents are employed. Parents may request a specific school; however, school designation will be determined by space availability.
49. **Children in Homeless Situations** – Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the

educational rights of students in homeless situations.

50. **Students with Disabilities - Section 504 of the Rehabilitation Act of 1973 (Board Policy 6420)** - A student who has a physical or mental impairment that substantially limits one or more major life activities is eligible for modifications of the learning environment. Additional information is available at your school office or the Education Services Department (923-1830).
51. **High School Exit Examination (EC §60850 and 48980(e))** - Beginning with the Class of 2006, all students must pass the CA High School Exit Examination to earn a high school diploma. Specific details regarding the examination dates and consequences of not passing the examination are available from East Side Union High School District.
52. **Prospectus of School Curriculum (EC §49091.14 and EC 49063K)** - The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost.
53. **Comprehensive School Safety Plan (EC§32280 et seq.)** - Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual School Accountability Report Card (SARC). The planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. The planning committee shall notify specified persons and entities in writing.
54. **School Accountability Report Card (EC §35256)** - Districts are to make a concerted effort to notify parents of the purpose of school accountability report cards, and ensure that all parents receive a copy.
55. **Accreditation (EC §35178.4)** - Berryessa Union School District's Board will notify community in a regular meeting whether a district school choosing to be accredited by Western Association of Schools and Colleges loses its accreditation status. If accreditation is lost, the district will notice each parent/guardian of that school's status, in writing, and note potential consequences of loss of status.
56. **Sun Protective Clothing (EC §3183.5)** - Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including, but not limited to, hats. Each school site may set policy related to the type of clothing, including but not limited to: subdivision (a) Specific clothing and hats determined by the school district or school site to be gang-related or inappropriate apparel may be prohibited by the dress code policy. (See specific elementary/ middle school handbook dress code- 'Sun Protective Clothing—With a doctor's recommendation, students may wear articles of sun protective clothing while outdoors, including hats, for protection against sunlight. To provide a minimum amount of protection, any hat must have at least a 3-inch wide brim around the circumference of the head. Any article of sun protective clothing must still be compliant with the school dress code.'
57. **Pesticide Spraying Requirement (EC §48980.3)** - Requires district maintenance and operations division to include information regarding pesticide products applied at school facilities as specified in EC §176121(a). Mandates a 72 hour timeline for notification for specific types of pesticides used in spraying.
58. **Asbestos (40 CFR 763.93)** - The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.
59. **Minimum Day/Student Free Day Notification (EC §48980(c))** - Parents/Guardians will be advised regarding minimum day and student free day schedules for staff development as early as possible but no later than one month before scheduled minimum or student free day(s).
60. **No Child Left Behind Act (NCLBA) of 2001** - Federal Government legislation that mandates what school districts will do to assist/meet needs of low achieving students and the schools they attend. Identification based on schools' failure to meet improvement /growth targets for two consecutive years. Mandates are as follows: School districts must notify parents regarding their rights to know the following: a)Teacher Qualifications, b) Information regarding English Learners and c) Schools in Program Improvement/Correction.
61. **California School Information Services Participation Privacy and Confidentiality Procedures for State Reporting and Student Records Transfer** - Berryessa Union School District is participating with the California School Information Services (CSIS/FCMAT) Program in the electronic transfer of student data for state reporting to the California Department of Education and to districts an/or public post secondary institutions to which the student is transferring or applying for admission. All data maintained by the CSIS/FCMAT Program is in compliance with federal and state privacy and confidentiality requirements. The benefits of participation to the student and parent are that student records can be transferred promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting. Parents have the right to inspect student information maintained by the CSIS Program. Send written request to Education Services Department.
62. **Williams Act Parent Complaint Rights (EC 35186)** - 1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments. 2. School facilities must be clean, safe, and maintained in good repair. 3. A complaint form may be obtained at the school office, district office or downloaded from the school's website at (website address). You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/eo/ce/wc/index.asp>.
63. **HIV/AIDS Education (EC 51938 & 48908(a))** - 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. HIV/AIDS prevention education are available for inspection. Parent or guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS prevention education.
64. **Student Use of Technology (EC 48980 (h), 51870.5 & Board Policy 6168)** - The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and enhance student learning.
65. **Investing for College (EC 48980(d))** - Investing for future college or university education for your children is important. Some appropriate investment options including, but are not limited to, United States Savings Bonds.
66. **Oral Health Assessment (EC 49452.8 (a))** 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, no later than May 31 of the school year, shall present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or her scope of practice, that was performed no earlier than 12 months prior to the date of the initial enrollment of the pupil.
67. **Persistently Dangerous Schools or Victim of Violent criminal offense CCR 11992** - If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912; 5 CCR 11992) **Board Policy 5118**

**Appeals to the  
California Department of Education**

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

**Civil Law Remedies**

Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation centers, public/private interest attorneys, injunctions, restraining orders, etc.

**BASIS OF DIRECT STATE DE-  
PARTMENT OF EDUCATION IN-  
TERVENTION**

are listed under Title 5, Section 4650.

For the discrimination complaints, however, a complainant must wait until 60 days has 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. For assistance you may contact:

- County Office of Education
- Asian Law Alliance
- Santa Clara County Bar Association Law Foundation (Public Interest Law Firm)

**Compliance Officer**

The Board of Trustees designates the following compliance officer to receive and investigate complaints and ensure district compliance with the law:

Director of Special Education  
and Student Services  
1376 Piedmont Road  
San Jose, CA 95132-2427  
408-923-1810

**NOTIFICATION**

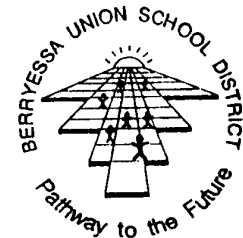
Annual Notification will be disseminated to the following groups:

- Parents/Guardians: Notification will be through the registration packets and with the August or September school newsletter
- Students: Notification will be through the registration packets
- Employees: Notification will be through the August or September internal newsletter, *The Network*
- District/Site Advisory Committees/Councils: Information about the Uniform Complaint Procedures will be on the September or October meeting agenda.

2015-2016

**UNIFORM  
COMPLAINT  
PROCEDURES**

Berryessa Union School District



1376 Piedmont Road  
San Jose, CA 95132-2427  
408-923-1810

## Uniform Complaint Procedures

The Board of Trustees recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws and regulations governing education programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

unlawful discrimination, harassment, intimidation, or bullying based on any of the actual or perceived characteristics: age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics. The district shall also follow uniform complaint procedures when addressing complaints alleging unlawful charging of student fees (BP 6145 & BP 3260) and failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, Indian Education, child care and development, programs, child nutrition programs, and special education programs.

The Board acknowledges and respects students and employee rights to privacy. Discrimination, intimidation, harassment and bullying complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the superintendent or designee.

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

*The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent shall ensure that the mediation results are consistent with state and federal laws and regulations.*

## PROCEDURES

The following procedures shall be used to address all complaints that allege that the district has violated federal or state laws or regulations governing educational programs. The Compliance Officer shall maintain a record of each complaint as required for compliance with the California Code of Regulations, Title 5, Section 4632.

### Step 1: Filing a Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. Complaints may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

### Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees, the compliance officer shall make all arrangements for this process.

Before initiating the mediation, the compliance office shall ensure that all parties agree to make the mediator a party to related confidential information.

The use of mediation does not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension.

### Step 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or representative to repeat the complaint orally.

The complainant and/or his/her representative shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

### Step 4: District Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5.

### Step 5: Final Written Decision

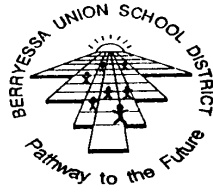
The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible, the district shall arrange a meeting at which a community member will interpret it for the complainant. The report shall include:

- a) The findings and disposition of the complaint, including corrective actions if any;
- b) The rationale for the above disposition;
- c) Notice to the complainant's right to appeal the decision to the California Department of Education and the procedures to be followed for initiating such an appeal;
- d) A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

*Reference Board Policy 1312.3*





## **PARENT/GUARDIAN NOTICE RELEASE OF DIRECTORY INFORMATION**

### **Per Board Policy 5125.1 and Administrative Regulation 5125.1**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Berryessa Union School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- \* a playbill, showing your child's role in a drama production
- \* the annual yearbook
- \* honor roll or other recognition lists
- \* graduation programs
- \* sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that provide promotion gowns or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by October 1<sup>st</sup> of each school year.

### **The district has designated the following information as directory information:**

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports

8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

The district also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factor that only the authorized user knows. Your child's social security number will not be used for this purpose.

Directory information may include a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of athletic team members, dates of school attendance, degrees and awards received, and most recent previous school attended (BP 5125.1)

You may opt-out of the release of directory information about your child by informing the principal in writing at any time during the school year. However, many requests for information are received near the beginning of the school year, so we urge you to complete and return the form below by October 1st. Should you decide to opt-out later in the year, you may request a form from the school or district and have information withheld from that point forward.

**ONLY RETURN THIS FORM IF YOU WISH THE DISTRICT TO WITHHOLD STUDENT DIRECTORY INFORMATION AS DESCRIBED IN THIS NOTICE.**

---

**Parent Request for Withholding of Student Directory Information**

**\*Please note, this does not pertain to state and federal reporting information requirements.**

I request that Student Directory Information be withheld for my student during the current school year.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

\_\_\_\_\_  
Name of Parent/Guardian

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

\_\_\_\_\_  
Date

Will H. Ector, Jr.  
Superintendent

1376 Piedmont Road  
San Jose, CA 95132-2427



Phone: (408) 923-1800  
Fax: (408) 923-0623

## Healthy Schools Act (AB 2260) Policy Statement and Annual Parent Notification Letter

In compliance with California State law, Berryessa Union School District will adhere to The Healthy Schools Act of 2000. Procedures to minimize pesticide exposure to children, staff, and community will be implemented in all district schools.

Pests such as cockroaches, fleas, fire ants, stinging wasps, termites and rodents are annoying and can disrupt the learning environment in schools. Pests are known to bite, sting, or transmit diseases and may also cause allergic responses. It is the policy of this school district to control pests in the school environment.

Toward this effort:

- Non-chemical prevention of pest and weed populations is always preferred using such methods as sanitation, exclusion, and cultural practices.
- The selection and use of the least hazardous methods and materials effective for the control of targeted pests and weeds will be implemented.
- Application of pesticides will only be used "as needed" to correct verified problems.
- All parents and staff will be notified annually in writing of the anticipated pesticide/herbicide products and applications to be regularly used throughout the school year.
- A notice will be sent home with your child at least 72 hours prior to a pesticide application.
- Warning signs will be posted at all entrances to the School property twenty-four hours prior to regular pesticide/herbicide applications and will remain posted for seventy-two hours after the application.
- Active ingredients of all pesticides used by the School District and/or copies of AB 2260 may be obtained by written request to Linda Thomas, 1376 Piedmont Road, San Jose, CA 95132 or by contacting the California Department of Pesticide Regulation website, [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We anticipate the possible use of the following pesticides in our schools this year:

### Berryessa Union School District Healthy Schools Act: List of Pesticides

NAME OF PESTICIDE	ACTIVE INGREDIENT(S)
Roundup-Pro (Herbicide)	Glyphosate
Maxforce G (Insect Bait)	Hydramethylnon
Wasp Freeze (Insecticide-aerosol)	Allethrin + Phonothrin
Turflon Ester (Turf Herbicide)	Triclopyr
Avert (Roach Bait)	Abamectin
Drione(Insecticide)	Pyrethrins
Advance 375A (Granular Ant Bait)	Abamectin
Dimension (Herbicide)	Dithiopyr
Contract Bait Blocks (Rodenticide)	Bromadiolone
Suspend (Insecticide)	Deltamethrin
Onslaught (Insecticide)	Benzeneacetate
Advion Ant Gel (Insecticide)	Indoxacarb

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>. If you have any questions, please contact Kim Gomez at (408) 923-1892 or e-mail her at [kgomez@busd.net](mailto:kgomez@busd.net).

#### BOARD OF TRUSTEES

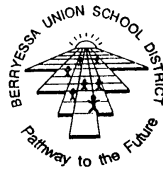
Thelma Boac

Richard Claspill

David Cohen

Hugo Jimenez

Khoa Nguyen



**NOTIFICATION OF INTENT TO ADMINISTER THE  
CALIFORNIA HEALTHY KIDS SURVEY TO FIFTH AND SEVENTH GRADE STUDENTS  
SCHEDULED FOR NOVEMBER 2015-2016**

Dear Parents or Guardians of Fifth and Seventh Grade Students:

Your child will be asked to be a part of our school district's California Healthy Kids Survey (CHKS), sponsored by the California Department of Education. This is a very important survey that will help promote better health and well-being among our youth, improve the school learning environment, and combat problems such as drug abuse and violence. *Your child does not have to take the survey, participation is voluntary. The targeted survey administration time is during the first two weeks of November.*

Fifth grade teachers will send home permission forms prior to the survey date that must be returned before your child is allowed to take the survey.

All seventh grade students will take the survey unless the site principal receives a "withdrawal" form that is available at the middle school sites and on our website, please see the address below.

**Survey Content.** The survey gathers information on developmental supports provided to youth; school connectedness and barriers to learning, as well as behaviors such as physical activity and nutritional habits; alcohol, tobacco and other drug use; and school safety.

This survey is administered every two years, the 2015-2016 survey is not yet available but will be posted on the web and at school sites as soon as it is released, approximately in late September. At this time you may examine the questionnaire from the 2013-2014 school year at our district's Web site [www.berryessa.k12.ca.us](http://www.berryessa.k12.ca.us) under the Parent/Community tab. (There is usually very little change in the survey from year to year.)

The results from this survey are compiled into district and county-level CHKS Reports. To view a copy of your district's report from previous years, go to <http://chks.wested.org/reports/search> and type in the district name.

**It is Voluntary.** Students who, with your permission, agree to participate do not have to answer any questions they do not want to answer, and may stop taking the survey at any time.

**It is Anonymous.** No names are recorded or attached to the survey forms or data. The results will be made available for analysis only under strict confidentiality controls.

**Administration.** The survey will be administered during the first or second week of November, 2015. It will take about one class period to complete (about 50 minutes). Fifth graders will take it during their regular class time and seventh graders will take it during their science class.

**Potential Risks.** There are no known risks of physical harm to your child. Risks of psychological or social harm are very small. None have been reported in seven years of survey administration. In rare instances, some discomfort might be experienced from the questions. The school's counseling services will be available to answer any personal questions that may materialize.

**For Further Information.** The survey was developed by WestEd, a public, non-profit educational institution.

If you have any questions about this survey, or about your rights, you may contact your child's principal or call Education Services at the district office at (408) 923-1828.

**BOARD OF TRUSTEES**

Thelma Boac

Richard Claspill

David Cohen

Hugo Jimenez

Khoa Nguyen

**INSTRUCTION****Student Use of Technology**

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the District's schools and classrooms. The District encourages the responsible use by students of its computers, computer networks, and other electronic devices owned or supplied by the District (collectively, "Technology Systems") in support of the mission and goals of the District and its schools.

The Superintendent or designee shall adopt and implement regulations governing the following: (1) access by minors to inappropriate matter on the internet; (2) the safety and security of minors when using email, chat rooms, and other forms of direct electronic communications; (3) unauthorized access, including hacking, and other unlawful activities by minors online; (4) unauthorized disclosure, use and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors' access to materials harmful to minors. The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 U.S.C. 6777, 47 U.S.C. 254.) Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

While the District has barriers and filters in place on the District's Technology Systems, information available to staff and students through the internet is difficult to control and third-party sites may contain material that is illegal, defamatory, inaccurate, or potentially offensive. The District has adopted this Acceptable Use Policy (together with Administrative Regulation 6168, the "AUP") in order to provide guidance to individuals obtaining access to these resources through District-owned equipment or District-affiliated organizations. Before using the Technology Services, each student and his/her parent/guardian shall sign and return an acceptable use agreement, the form of which will be set forth in Administrative Regulation 6168.

## Legal Reference:

EDUCATION CODE	51006 Computer Education and Resources 51007 Programs to Strengthen Technological Skills 51870-61884 Education Technology Act Especially 51870.5 Student Internet Access 60044 Prohibited Instructional Materials
PENAL CODE	313 Harmful Matter 632 Eavesdropping on or recording confidential communications
United States Code, Title 15	6501-6506 Children's Online Privacy Protection Act
United States Code, Title 20	6777 No Child Left Behind Act 6801-7005 Technology for Education Act of 1994
United States Code, Title 47	254 Universal Service (E-Rate)
Code of Federal Regulations, Title 16	312.1-312.12 Children's online privacy protection
Code of Federal Regulations, Title 47	54.520 Internet safety policy and technology protection measures, E-rate discounts
Cross References:	Policy 4042 Employee Use of Technology

Policy Adopted: October 25, 1990

Revised Policy Adopted: January 17, 2012

## Administrative Guidelines

### INSTRUCTION

#### Student Use of Technology

This Administrative Regulation 6168 (together with Board Policy 6168, the “AUP”) governs students’ use of the District’s computers, computer networks, and other electronic devices owned or supplied by the District (collectively, “Technology Systems”). The District seeks to maintain an environment that promotes ethical and responsible uses of the District’s Technology Systems by students. The District permits and encourages the use of its Technology Systems in support of educational objectives that are consistent with the mission and goals of the District.

At the beginning of each school year, parents/guardians shall receive a copy of the AUP regarding access by students to the Internet and online sites. The principal or designee shall oversee the maintenance of each school’s technological resources and shall establish guidelines and limits on their use. He/she shall ensure that all students using these resources are educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 U.S.C. 6777, 47 U.S.C. 254.) Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The following guidelines shall govern student users with regard to the District’s Technology Systems:

1. Students’ access to the District’s Technology Systems is a privilege, not a right. If a student user violates this AUP or abuses the privilege of said access, it may be revoked at the sole discretion of the District or designee.
2. At any time and without additional notice, the District reserves the right to monitor each student’s use of the Technology Systems and to review or delete student work on the Technology Systems, at any time and without additional notice, as needed for system maintenance, to determine if a student is abiding by this regulation, or for other reasonable purposes.
3. The student in whose name an email account is issued is responsible for its proper use at all times. Students shall keep account information and passwords private. Each student should create a hard copy backup of any important data or documents.
4. Students shall use the Technology Systems safely, responsibly, and for school-related purposes. Students shall have no expectation of privacy concerning the content of online communications made using the Technology Systems.
5. As a condition of access to the Technology Systems, the District will from time to time require each student to sign the agreement below, signifying that such student has reviewed, understands, and agrees to comply with this AUP.

#### Unacceptable Uses

Students are prohibited from engaging in any of the following acts when utilizing the Technology Systems:

1. Any access, posting, submission, publication, or display of harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
2. Any use that is in violation of federal law, state law, or school regulations, or that potentially or actually causes harm to another person or another’s property, or that is undertaken for personal financial gain unless otherwise authorized by the District.
3. Unless otherwise instructed by school personnel, the disclosure, use, or dissemination of personal identification information about the student user or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

4. Except if directed to do so by a supervising teacher or District administrator, use of another user's password or accessing another user's account.
5. Any use of online or computer games or entertainment unless specifically authorized for educational or professional purposes by the supervising teacher or District administrator.
6. Any use that may, in the sole discretion of the District, be reasonably construed as promoting the purchase, sale, or use of illegal drugs or substances.
7. Any use that constitutes cyberbullying, including the use of profanity and harassment of others, hate mail, discriminatory remarks, chain letters, or any act that is within the scope of Section 48900(s) of the Education Code.
8. Any use that disrupts the use of the Technology Systems by others or undermines the integrity of the Technology Systems or the technology systems of any other party, and any destruction, modification, hacking or abuse of the District's computer hardware or software or the technology systems of any other party, or any unauthorized installation of any software, including shareware, freeware, or entertainment software, for use on the District's computers or other District Technology Systems.
9. Any downloading, copying, or distributing copyrighted materials without the specific written permission of the copyright owner, except those activities related to educational purposes as permitted under the Fair Use Doctrine of the U.S. Copyright Law.
10. Any student use of the District's network outside of school grounds unless supervised by parent or guardian.
11. Any use of a personal electronic or communication device while on District property (including wireless internet access through cellular phones and laptop computers) that is otherwise prohibited in this list of Unacceptable Uses.

#### Consequences for Misuse

Use of the District's Technology Systems is a privilege, not a right. Misuse of the District's Technology Systems, including a violation of this AUP, may result in the restriction or cancellation of a student's access. Misuse may also lead to disciplinary and/or legal action against a student, which may include a reprimand, suspension, or expulsion.

#### Disclaimers

Each student acknowledges the following disclaimers from the District in relation to its Technology Systems:

1. **No Warranties:** The District cannot be held accountable for any advice or information that is accessed or retrieved through its Technology Systems. Advice or information obtained through the District's websites, email, or other technology should be independently verified and the District makes no warranty or guarantee regarding the accuracy of such information. Use of information obtained through the Technology Systems is at a student's own risk.
2. **No Privacy:** The Technology Systems are exclusively District property and students have no expectation of privacy in the contents of student email and other student data transmitted through or saved upon the District's Technology Systems.
3. **Release:** The District will not be responsible for any damages which a student may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the District's actions or employee errors.
4. **Student/Parent Bears Costs of Use:** Access to the District's Technology Systems shall be free of charge to the student, however each student and his or her parents/guardians shall be responsible for any costs, fines, charges, or damages incurred as a result of his/her use of the internet or other fee-based services through the District's Technology Systems.

Approved: November 9, 1999

Revised Regulation Adopted: January 17, 2012

**Student Technology Agreement**

I have read, understand, and will abide by the District’s AUP (Board Policy 6168 and Administrative Regulation 6168) when using the District’s Technology Systems. Should I violate this AUP, I understand that the District may revoke my privileges to access the District’s Technology Systems, disciplinary action may be taken, and/or appropriate legal action may be initiated against me.

\_\_\_\_\_  
Student Name                                      Student Id #                                      Date of Birth

\_\_\_\_\_  
Student Signature                                      Date

**Parent/Guardian Agreement**

As a parent or guardian of \_\_\_\_\_, I have read and understand Board Policy 6168 and Administrative Regulation 6168 (the “AUP”). I understand that my child’s access to the District’s Technology Systems (as that term is defined in the AUP) is designed for educational purposes, and that the District has taken reasonable steps to control access to the Internet. I further understand that the District cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the District responsible for materials acquired on the network or Technology Systems. Further, I accept full responsibility for supervising my child if, and when, he/she uses District Technology Systems when not in a school setting. I hereby give my permission for my child to use the Technology Systems, including the Internet.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature                                      Date

**FORM A**

**SIGN AND RETURN FORM TO SCHOOL**



## IMPORTANT NOTICE FOR ALL 7<sup>TH</sup> GR STUDENTS

The Pertussis (Tdap) Vaccine is required for all students entering the 7<sup>th</sup> grade.

All students entering the 7<sup>th</sup> grade will be excluded from attending school if they do not have verification of a Tdap vaccination against whooping cough (Pertussis).

The following link will provide you with more general information about Pertussis disease and immunizations: [www.cdph.ca.gov/HealthInfo/discond/Pages/Pertussis.aspx](http://www.cdph.ca.gov/HealthInfo/discond/Pages/Pertussis.aspx)

For local vaccination clinic sites and hours please visit the Santa Clara County Health Department's website at [www.sccgov.org](http://www.sccgov.org) or view the attached clinic information page.

# Immunization Services in Santa Clara County

Santa Clara County  
**PUBLIC  
HEALTH**  
Immunization Education  
and Planning Program

### SCHOOL HEALTH CENTERS

- **Franklin McKinley School Center**  
645 Wool Creek Dr., San Jose, CA 95112  
1.408.283.6051
- **Gilroy Neighborhood Health Clinic**  
7861 Murray Avenue, Gilroy CA 95020  
1.408.842.1017
- **Overfelt Neighborhood Health Clinic**  
1835 Cunningham Ave., San Jose, CA 95122  
1.408.347.5988
- **San Jose High Neighborhood Health Clinic**  
1149 E. Julian St., Bldg. H, San Jose, CA 95116  
1.408.535-6001
- **Washington Neighborhood Health Clinic**  
100 Oak St., San Jose, CA 95110  
1.408.295.0980

### MAYVIEW COMMUNITY HEALTH CENTERS

- **Mayview Community Health Center**  
270 Grant Ave., Palo Alto, CA 94306  
1.650.327.8717
- **Mayview Community Health Center**  
900 Miramonte Ave. 2<sup>nd</sup> floor, Mtn. View, CA 94040  
1.650.965-3323
- **Mayview Community Health Center**  
785 Morse Ave., Sunnyvale, CA 94085  
1.408.746.0455

### PLANNED PARENTHOOD CLINICS

Main number for all Planned Parenthood Clinics  
Call Center: 1.877.855.7526

- **Planned Parenthood, Blossom Hill**  
5440 Thornwood Dr., #G, San Jose, CA 95123
- **Planned Parenthood, Mountain View**  
225 San Antonio Rd., Mtn. View, CA 94040
- **Planned Parenthood, San Jose**  
1691 The Alameda, San Jose, CA 95126
- **Mar Monte Community Clinic**  
2470 Alvin Ave., #60, San Jose, CA 95121

### GARDNER FAMILY HEALTH NETWORK

- **Alviso Health Center**  
1621 Gold St., Alviso, CA 95002  
1.408.935.3949
- **CompreCare Health Center**  
3030 Alum Rock Ave., San Jose, CA 95127  
1.408.272.6300
- **Gardner Health Center**  
195 E. Virginia St., San Jose, CA 95112  
1.408.998.8815
- **Gardner South County Health Center**  
7526 Monterey St., Gilroy, CA 95020  
1.408.848.9400
- **St. James Health Center**  
55 E. Julian St., San Jose, CA 95112  
1.408.918.2600
- **Gardner Downtown Health Center**  
725 E. Santa Clara St., #10, San Jose, CA 95112  
1.408.794.0500

### COMMUNITY CLINICS/HEALTH CENTERS

- **Asian Americans for Community Involvement**  
2400 Moorpark Ave., #319, San Jose, CA 95128  
1.408.975.2763
- **Indian Health Center**  
1333 Meridian Ave., San Jose, CA 95125  
1.408.445.3400
- **Indian Health Center – Silver Creek site**  
1642 E Capitol Expy., San Jose, CA 95121  
1.408.445.3400 x200
- **San Jose Foothill Family Community Clinic**  
2880 Story Rd., San Jose, CA 95127  
1.408.729.1643
- **Foothill Family Clinic**  
1066 South White Rd., #170, San Jose, CA 95127  
1.408.729.9700
- **Montpelier Clinic**  
2380 Montpelier Dr., #200, San Jose, CA 95116  
1.408.254.1800



**BERRYESSA UNION SCHOOL DISTRICT**

1376 Piedmont Road, San Jose, CA 95132

**Notification of Parent or Guardian -- Education Code Section §48981-- Times & Means of Notification**

The notice to parents regarding federal laws and education code excerpts relating to rights of parents or guardians of minor pupils shall be sent at the time of registration for the first semester, quarter, or trimester of the regular school term. The notice may be sent by regular mail or by any other method normally used to communicate with the parents or guardians in writing.

*The following acknowledgment must be included as part of your child's school record. Please complete this form and return it to school.*

**PARENTAL ACKNOWLEDGEMENT**

- I have received and read the attendance information and will make every effort to ensure my child/children attend school every day that school is in session.
- I have received and read the notice to parents regarding federal laws and education code excerpts relating to rights of parents or guardians of minor pupils.

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

My child's name is \_\_\_\_\_

He/she attends (name of school) \_\_\_\_\_ Grade \_\_\_\_\_

**MANDATORY RECOMMENDATION FOR EXPULSION  
(EC §48915(C)(1) AND (2), EC §48915(a)(2) ACKNOWLEDGEMENT**

My signature and my parent's signature below indicate that I/we understand the Mandatory Recommendation for Expulsion. I agree that I will bring no controlled substances or weapons of any kind including knives of any size, key chain knives, Swiss Army knives, guns or any other device that can be used as a weapon, onto the school property. I/we further understand that violation of this policy will result in a recommendation for expulsion. Board Policy 5131.

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

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

**CODE OF CONDUCT ACKNOWLEDGEMENT**

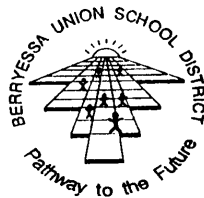
My parents and I have reviewed the School's Code of Conduct and the common dress code (Cherrywood, Morrill, Northwood, Piedmont, Sierramont, and Summerdale). I understand that I am responsible for the guidelines and rules it contains. If I have questions about the Code of Conduct and/or the Dress Code (Uniform Policy), I know I can call the school or make an appointment with the Principal or Assistant Principal.

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

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

**FORM B**

**SIGN AND RETURN FORM TO SCHOOL**



BERRYESSA UNION SCHOOL DISTRICT  
1376 Piedmont Road, San Jose, CA 95132

Berryessa, in cooperation with the California Department of Health Services and Education, has begun a program that will allow the district to be reimbursed with federal Medicaid dollars for selected health services provided to Medicaid eligible students at school. School Business Services of California is assisting the district in the billing process. In accordance with the regulations of this program, to receive the federal dollars, the district must make an attempt to bill for services through private health insurance companies by asking Parent/Guardian for consent to bill.

If your student has an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP), the school district will not attempt to bill private insurance when the service is rendered as in accordance with their IEP or IFSP.

Most health services offered through the school district will not be reimbursed by a private health insurance plan and the district expects little revenue to be gained from private insurance agencies.

- No, I do not consent. (Please fill in your child's name and date of birth)
- Yes, I consent to billing my private insurance and have completed the information below.

Student Name \_\_\_\_\_ Student Date of Birth \_\_\_\_\_

INSURANCE INFORMATION

Parent/Guardian Name (person who holds policy) \_\_\_\_\_

Student Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Student Health Insurance Company Name \_\_\_\_\_

Policy # \_\_\_\_\_ Group # \_\_\_\_\_ Phone # \_\_\_\_\_

I consent to submission of claims to my insurance carrier for payment of fees for services provided to my child. I authorize my insurance carrier to communicate directly with, and make payments to, my student's school district and their billing agent.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

FORM C  
SIGN AND RETURN FORM TO SCHOOL