



**2018-2019**

# **Parent-Student Handbook**

**and**

**Notice of Rights & Responsibilities**

**A valuable resource for parents and students**

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## **SUPERINTENDENT'S WELCOME**

Dear Members of the Sunnyvale School District Family,

It is our pleasure to welcome you to the 2018-2019 school year in the Sunnyvale School District. The teachers and staff join us in saying that we are happy to have you as part of our educational community. We hope this will be a wonderful year of learning and growing!

Our experienced staff is dedicated to providing every child with the best educational experience possible. We understand the importance of developing in each child an attitude of self-respect and self worth as well as genuine love for learning. We will provide variety of opportunities for children to form meaningful and responsible relationships.

This handbook is created as a resource to provide information regarding our many wonderful opportunities our schools and programs have to offer your family and to ensure a safe and creative learning experience.

In order to maintain a positive home-school connection, your participation in your child's education is very important. We invite you to join our parent-teacher organizations, participate in school activities and volunteer! By showing interest in what goes on during your child's day, you give your child a tremendous advantage for his or her future success.

Thank you for your support and participation and welcome!

Sincerely,

**Benjamin H. Picard, Ed.D.**

**Superintendent of Schools**

**Learn Today. Lead Tomorrow.**

## **PARENT INVOLVEMENT:**

### Encouraging Family Involvement in Schools:

We are delighted to have a strong group of parent and family volunteers working within our district in a variety of ways, ranging from helping to plan for future years to working directly alongside children in the classroom. Every bit of involvement is valuable to the district and we greatly appreciate the opportunity to partner.

Family involvement is simply being involved in your child's life and education. It ranges from the little things like checking their backpack and making sure they read for 20 minutes every day. Helping them create a quiet, distraction-free place for homework. Making sure they actually do their homework. Turning the TV off, sitting at the table, and talking over dinner. Ask them about their day.

One of the best ways for parents to be involved in their child's education is to communicate regularly with teachers. Think of yourself as the teacher's partner in managing your child's education. Monitor your child's homework and school projects, making them a top priority in their schedule. Sports and extracurricular activities matter- they are what help to make a well-rounded child, but the truth is that very few people make a living as professional athletes or musicians. Children NEED an education to succeed in life!

Another way parents and family members can be involved is to volunteer at the school. All kinds of opportunities exist, such as helping in the workroom with copying papers and other tasks for teachers, reading with students who can benefit from one-on-one help, helping with fundraisers like Walkathons, and assisting with extracurricular activities. Every task done by a volunteer instead of a teacher directly results in more time your child's teacher can spend teaching.

When your child sees you at school, it doesn't matter whether you're cutting out shapes or copying worksheets, your child is PROUD of you! They brag to their friends that their mom/dad is at school. At a deeper level, they grasp that by being at school, their education really means something to you. The end result is that when parents volunteer at school, their children's grades tend to increase and their behavioral issues tend to decrease. Standardized test scores are higher and students have a more positive attitude toward school and learning. The rates at which children graduate high school and continue on to college increases dramatically. Those are pretty impressive results for a small investment of time!

Please contact your school for more information about parental involvement or volunteering. We look forward to seeing you at our school activities!

## **ENROLLMENT and ATTENDANCE POLICIES**

### **School Attendance:**

Every day counts in a child's education. Every day a student is in school, he/she learns more about responsibility and achievement. It is important that your child takes advantage of every opportunity to learn in order to be successful. This can only happen when your student is in class every day and ready to learn when class begins. Being tardy is disruptive to the whole class as well as to your student. Make sure your child stays home only when he or she is sick and family vacations are taken.

We know you want the very best education for your child, and we do too. By understanding that Every Day Counts, together we can give your child the very best education possible. Please help us to work toward reaching our highest attendance goals ever for the current school year.

### **Enrollment:**

1. Enrollment is at your home school site when school is in session. At the time of enrollment, parents/guardians must provide all proofs of residence; proof of immunizations recorded on an original yellow California immunization card or medical printout. Proof of a U.S. given TB skin test taken within 12 months of registration, or a TB Risk Evaluation Form (MD signed in USA). An original birth certificate if born in U.S.A. A translated birth certificate or passport if born out of the U.S.A. All records and proofs should be originals.

2. In order to be enrolled in kindergarten, a student must be 5 years old on or before September 2nd.

Students who turn 5 between Sept. 2 and Dec. 2 are age eligible for entry into Transitional Kindergarten.

3. Prior to first grade entry, all students are required to have proof of a physical (medical) examination.

4. Prior to kindergarten or first grade students are required to have proof of an oral (dental) exam.

5. A delay in enrollment will result if proofs of residence and required immunizations are incomplete.

6. Middle school students must have a DTaP booster before 7th grade.

7. A class list with your student's name and teacher assignment will be posted in the school site office window the day before school begins. Students with unresolved returned mail, out of date Affidavit of Residency or lapsed transfers will not be given class assignments.

8. We are unable to reserve classroom space. Students who were previously registered but miss the first three days of school will be considered "no-shows," and disenrolled on the fourth day of school. Parents will need to register again. Placement at the home school is not guaranteed.

9. Students who are ill on the first day of school must have a doctor's note excusing their absence. A parent/guardian must call the school on the first day of school if their student is too ill to attend. In order to protect your student from a "no-show" disenrollment and losing their classroom placement, please call every day, and bring in a doctor's note as well as a parent's note by the third day of school.

## **Administrative Placement:**

At the beginning of the year, all students are tentatively placed in their home school until final enrollment numbers have been established. Principals and district office administrators then determine which schools are over and under enrolled in an effort to meet class size limits. After a registration packet is accepted as complete, seating is prioritized by the date and time registration was accepted. If a grade level exceeds a school's class size limit students will be placed out in registration order; last registered, first moved. This movement usually occurs between two to four weeks after school has started.

1. Administrative placement is considered temporary until a space becomes available and the student can be returned to their home school. However, a student may apply for a 1 Year Intradistrict transfer to remain at their overload school for the remainder of the current school year.

2. Bus transportation will be provided from the resident school to the assigned school while on administrative placement. Bus rides are not provided for transitional kindergarten, an optional grade. If a transfer is requested and approved, busing will only continue to be provided if there is space on the bus; otherwise, parents are responsible for transportation.

3. Students who have been administratively placed at another school will be returned in the same order they were placed out, e.g. first student out, first returned, etc. based on InfoSnap registration confirmation date.

4. An exception to returning a student out of turn would only be for extraordinary reasons to be determined and approved by the Manager of Information Systems and Human Resources.

5. If a space becomes available a student will be returned to their home school. If parents wish their student to complete the school year at the assigned school they may apply for a 1 Year Intradistrict Transfer. If an Intradistrict Transfer is denied a student will be returned to their home school within 5 school days.

6. One Year Intradistrict Transfers are not automatically granted, but evaluated on a case by case basis.

7. behavior while at their assigned school. Once the student is recalled to their home school, only an approved 1 Year Intradistrict Transfer, which is for the current school year, will allow the student to finish the year at the assigned school. At the end of the current school year, the transfer will expire and the student will be re-enrolled at their home school for the next school year.

8. Depending on available space, students who have been administratively placed may apply to stay through Open Enrollment if they wish to remain for more than one year. No bus provided after overload year.

## **Affidavits of Residency & Proof of Residency:**

PO Boxes and business addresses do not meet residency requirements. A student may only have one address at a time and live in the Sunnyvale School District full time. The same is true for shared custody; only one address may be used to determine residency. The student must live/sleep within the district the majority (over 50%) of the time. A family must live in the district and occupy the address they are claiming at the time of enrollment.

1. All students attending the Sunnyvale School District will be asked to prove residency in the district unless they are attending school on an approved Inter-district Transfer agreement. Residency is defined as a student living over 50% of the time at an address within district boundaries. The district will investigate if a student's residency comes into question. You will be notified prior to starting an address investigation.

2. The only exception will be in cases of shared child custody. Court papers defining the custody as well as a parent/legal guardian providing a calendar of the days the student will be residing in the Sunnyvale School District must be provided. The parent with the majority of custodial care will determine the address used by the school district.

Yearly proof of residency is required as well as yearly renewals for all Affidavit type documents.

To meet residence requirements parents/guardians need 4 original and current documents:

- California Driver's License or California ID with the correct, current address. A DMV computer printout of your new address along with your (non-expired) CDL or California ID is acceptable.
- Income Tax records (The most current State or Federal).
- Monthly mortgage coupon or latest property tax bill, or rental agreement with a manager/owner's phone number or monthly space rental receipt for mobile home parks.
- A current utility bill (PG&E, Cable, water) issued within the last 45 days.

2. Affidavits of Residency: Used when a student's family is living in shared housing with a primary resident. Four current and original proofs of residence are required from both the parent/guardian, and the primary resident. Both parties must appear together at least one time while filing an Affidavit at the district office. The primary resident's statement that the student's family lives at the primaries' residence is sworn to before a representative of the court by having his/her signature notarized.

3. Families without a permanent address are asked to support their residency claims. This may be done by confirmation from a social worker or agency, nightly shelter, or motel/ hotel room receipts. The McKinney Vento Act stipulates a student who has a temporary address due to economic hardship does not have to produce proofs of residency in order to enroll in school. However, once enrolled, confirmation of residency will be required and what proof is needed will be determined on a case-by-case basis by the Director of Student Information within 45 days of starting school. TB, immunizations, and birth certificate are still required. provide the required four proofs of residency. A Caregiver Affidavit may not be used for childcare providers or for students who reside out of the Sunnyvale School District boundaries. Students must live with the guardian, full time, within the Sunnyvale School District attendance area.

4. A Caregiver Affidavit is a district document identifying a student's full time legal guardian. Both the Caregiver Affidavit and the parent's release of responsibility statement should be notarized. The full time caregiver becomes responsible for all medical and educational decisions. The caregiver must be a district resident who can All Affidavits grant permission for a resident verification officer to confirm addresses through observation or inquiry. Confirmation of a student having moved or never lived in the district will result in disenrollment. If it is determined that false information was given to secure or to determine residency, the student will be disenrolled within five school days.

5. Families who move during the school year will be given an opportunity to complete the school year through an approved Interdistrict or Intradistrict Transfer. Parents/guardians who tell the school of their move will be given preference through a transfer to complete the school year provided a resident student is not being displaced or there is sufficient space throughout the district in the requested grade. In the event of an emergency, it is vital that current information is on file for your student's safety.

### **Attendance Reporting:**

1 The notification steps taken in habitual truancy are:



a. 3 unexcused absences alone or in combination with tardies and/or early withdrawals over 30 minutes: A warning letter. Excused absences are for illness, bereavement, independent study, home and hospital. With few exceptions, all other absences are unexcused.

b. 6 unexcused absences alone or in combination with tardies and/or early withdrawals over 30 minutes: A signed attendance contract after a meeting with the principal, student, and parent/guardian.

c. 10 unexcused absences alone or in combination with tardies and/or early withdrawals over 30 minutes will result in a SARB panel meeting with the principal, student, parent/guardian, and appropriate officials.

2. When a student has 3 consecutive days of reported illness, a physician's note may be requested. If 15 or more ill days are scattered throughout the school year a doctor's note may be requested.

3. Three to six days of unconfirmed illness without a doctor's note can be considered unexcused and if 10 absences remain unconfirmed by a doctor, these absences may result in a SARB panel.

4. With two weeks prior notice you may request a teacher to come to your home from the Assistant Superintendent of Student Services if an illness or recovery is expected to last longer than 2 weeks. A physician's note should confirm the medical condition, expected length of absence, and the necessity for home teaching. However, if an absence of short duration is anticipated for less than 10 school days, you can request short term independent study with adequate notification.

#### **Independent Study:**

Trips should not coincide with days that school is in session. After school is in session, absences between 5 and 10 days can be given attendance credit as long as they are not at the end or beginning of a school year. Contracts will not be issued with dates beginning or ending before September 15 or after June 1. Days of attendance credit may bracket around school holidays as long as the school days are consecutive and do not exceed the number of days approved on the Independent Study Contract. A student may not exceed 10 independent study days per school year. The rules are as follows:

1. Independent Study is a signed contract between student, parent/guardian, and the school district.

2. The principal may use his/her discretion to approve or deny a contract.

3. Your child's teacher and the school office staff must be notified a minimum of 5 school days in advance to compile homework assignments and prepare the Independent Study contract.

4. Each contract is limited to a minimum of 5 days to a maximum of 10 school days, beginning on the first day of

5. absence, and ending on the returning day, i.e. the 11th day for a maximum of 10 excused school days. If the contract date lapses (12th day) without work being returned to the school by a child or parent, the contract is void. Void contracts will affect future independent contracts being granted.

6. Homework may be turned in early for appropriate credit, but not late. A student will not be given attendance credit if work is turned in late or goes past the stipulated contract date by one day. The student on an Independent Study contract must personally turn in homework prior to, but no later than the due date on the contract.

7. Teachers require a minimum of 2 weeks to evaluate returned work which represents 5 to 10 days of school attendance with appropriate credit of 1 to 10 days of ADA credit depending on the quality and quantity of the work returned. Work not turned in by the agreed contract date voids the contract for any reason.

8. Schools cannot save spaces; if a contract due date is missed and the student has not returned to school he/she may lose their classroom placement if there are resident students on a waiting list ready to fill openings. Upon returning, the student may be administratively placed in another school if there is no longer available space in his/her grade when he/she returns. Students who are ill on their return date, and can provide a doctor's excuse note, may have a parent/guardian turn in all of their assignments to the school on or before the end of the contract expiration date in order to meet the contract deadline. School work, approved by the teacher for content, but turned in after the due date, may be given academic credit, but not attendance credit, and can negatively affect future contract requests.

### **Transfers, Open Enrollment, Affidavits, and Moves**

**Interdistrict:** Transfers from your home district (where you live) to a non-residential school district for one year.

**Intradistrict:** Short term transfers between schools in the same school district for one school year or less.

**Affidavits:** Affidavits are used for confirming a student's residence or guardianship. All Affidavits are valid for one school year and must be renewed before the start of the next school year

#### **Intradistrict Transfers:**

1. Board Policy gives priority to resident students to prevent displacement by transfer students.
2. Intradistrict Transfers are usually used when a student wishes to remain for the remainder of the year at a school that is no longer in their attendance area either through a move or district placement.
3. Intradistrict transfers are not automatically approved, but based on available space and principal's recommendation at the requested school. Intradistrict transfers become void at the end of the year.
4. If a one year transfer is denied steps for the appeal process will be provided.

#### **Open Enrollment:**

Open Enrollment: Open Enrollment is a request for a transfer from your school of residence, based on your address, to another Sunnyvale district school outside of your attendance area or to a program of choice. The Superintendent can declare any school too impacted to accept Open Enrollment applications. Open Enrollment is not necessary for students who are registered and wish to attend their resident school. Only Open Enrollment requests submitted during the application period during the first 10 school days in February will be processed completely for approval or denial in the first lottery drawing. Requests submitted after the February deadline will be denied if there is no space, or placed in a second lottery to be held before the end of the school year.

All transfer requests should be made on an "Open Enrollment Request" form available at all schools, district office, or online. All students must live in the Sunnyvale School District and have completed registration at their resident school for a grade they will attend in the next school year. There is no guarantee of placement; Open Enrollment is a random, unbiased selection process that identifies, if available, space for transfer students after space has been allocated for resident students.

Applicants will be notified of their lottery number. Transfers are based on available space and student priority in the grade and school you are requesting. Available openings will be filled in lottery order after seats are reserved for neighborhood students. Parents/guardians applying for a change of school will be notified as soon as practical, but notification may be as late as August of the beginning school year after available space is determined.

Once enrolled, a student on an approved open enrollment transfer will not be required to reapply for admission to the school or program of choice. The student, however, may be subject to displacement due to excessive residential enrollment. Transportation is not provided for a student who is attending a school or program of choice through Open Enrollment. Please note that poor attendance, which is considered to be six (6) or more tardies or ten (10) or more unexcused absences, may result in cancellation of an Open Enrollment transfer and return to their resident school. If a transfer is denied because there was no available space; applicants may reapply during the next Open Enrollment period, to be considered for the same or another school of choice.

Please note that a student on an open enrollment transfer is expected to attend the middle school assigned to the neighborhood attendance area determined by the student's address. Assignment to an elementary school of choice does not change your middle school destination unless you are successfully selected through Open Enrollment for a middle school out of your attendance area.

A move within the district which changes your school attendance area also changes your student's enrollment priority to the date that you provided proof of your move to a district staff employee. This becomes your new registration date, replacing any previous date.



## HOW TO STAY CONNECTED WITH **SSD**



Follow **SunnyvaleSD** on **Twitter** and **Facebook** to connect and communicate with the district.

THE DISTRICT DIGEST



Look for the quarterly **District Digest** newsletter coming directly to your email inbox for messages from the superintendent and district-wide news and events



Look for **Peachjar** flyers from our schools and nonprofit community partners in your email inbox for events and program opportunities.



Download the **FREE Sunnyvale SD app** for your Smartphone. It's a one-stop shop for notifications, calendars, grades, and lunch accounts. Find it in the Apple and Google Play app stores!



Each of our schools have websites. Be sure to bookmark them and visit them throughout the year for site specific announcements and events. **Start with [www.sesd.org](http://www.sesd.org).**

For more information, please contact District Communications Coordinator Alia Wilson at 408-522-8200 ext. 1084 or [alia.wilson@sesd.org](mailto:alia.wilson@sesd.org).



## **INSTRUCTIONAL PROGRAMS**

### **School Accountability Report Card (SARC)**

The purpose of the report card is to provide parents and the community with important information about each public school. Sunnyvale School District annually provides this information to the community to allow public comparison of schools for student achievement, environment, resources & demographics. The School Accountability Report Card (SARC) is available in the front office of each school site and, on the District website and the school site websites.

### **Extra-Curricular/Cocurricular Activities**

#### **Eligibility Requirements**

To be eligible to participate in extracurricular and co-curricular activities, students in grades 7-8 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to:  
Maintenance of a minimum of 'Approaching Proficiency' in all enrolled classes

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for extracurricular or co-curricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and co-curricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

### **Student Conduct at Extracurricular/Co-curricular Events**

When attending or participating in extracurricular and co-curricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

## **DISCIPLINE**

### **Due Process**

Students facing major disciplinary action have a right to a fair hearing. The process requires that procedures be established so as to guarantee that penalties, which deny access to educational opportunity, are administered for good and just cause.

The due process procedures entitle students to (1) an oral or written notice of the charges, (2) an explanation of the evidence, (3) an opportunity to present his/her side of the story, and (4) a right to appeal decisions resulting in major disciplinary action (suspensions, expulsion, or transfer to another school) to the next higher authority.

The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts. The nature of the corrective action must be reasonably related to the nature and circumstances of the violations.

## Regulations

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself or others or he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling
3. Convening of a study team, guidance team, resource panel, or other intervention-related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians
4. Enrollment in a program for teaching prosocial behavior or anger management
5. Participation in a restorative justice program
6. A positive behavior support approach with tiered interventions that occur during the school day on campus
7. Participation in a social and emotional learning program that teaches students the ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably
8. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner
9. After-school programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups
10. Community service as provided in the section below entitled "Community Service"
11. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities
12. Reassignment to an alternative educational environment
13. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

Community Service As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

### **School's Role Regarding Discipline**

A safe, secure school, free of weapons, violence, and unlawful or disruptive behavior, is essential to maintaining an educational environment that promotes learning and protects the health, safety, and welfare of all students. At the beginning of the school year or at the time of enrollment, each Principal shall inform all students and parents/guardians of the school and District discipline rules and procedures and of the availability of District policies and regulations relating to student discipline, suspension and expulsion.

The Board of Education expects teachers, counselors and school officials to contact the parent/guardian to remedy inappropriate school behavior at the earliest stage. It is District policy to enforce standards of acceptable behavior among all students. School staff:

- Will fairly and equitably enforce the written policies of the school and District.
- May search student if there is reasonable belief that the student has illegal, dangerous or inappropriate objects at school and will seize them.
- May search student property, including but not limited to vehicles.
- May search school property, including but not limited to lockers.

### **District Discipline Policy**

States that all students, staff, parents/guardians and volunteers have the right to be free from any hate crime, hazing, and/or degrading and inflammatory statements, which includes, but is not limited to abusive, harassing, or insulting behavior which degrades or stereotypes an individual on the basis of race, immigration status, ethnicity, culture, heritage, gender, sexual orientation, physical or mental attributes, religious beliefs and practices.

- Does not permit gangs or gang activities, such as but not limited to: initiations, paraphernalia, clothing, writings, tagging, comments, gestures, or any form of gang activity on its campuses and at its activities.
- Does not permit the administering of corporal punishment to students.

### **Interviewing Students during School**

Upon presentation of proper identification to the Principal or designee, duly authorized representatives of law enforcement shall be allowed to interview students. The investigating officer may request a staff member be present at such an interview. Prior parent notification or presence is not required. If a student is removed from school by a law enforcement representative, the Principal and law enforcement agent are required to make an attempt to notify the parent/guardian except when the student is taken into custody as a victim of suspected child abuse. (EC 48906)

## **Suspension and Expulsion (BP/AR 5114)**

Suspended students shall not attend any educational and school-related extracurricular and co-curricular activities during the period of suspension. "Suspension" means removal of a student from ongoing instruction for adjustment purposes. "Expulsion" means removal of a student from immediate supervision and control, or the general supervision of school personnel. Students with disabilities have procedural safeguards and a right to a Free and Appropriate Public Education (FAPE).

A student may be suspended upon a first offense if the principal or designee determines that the student violated Education Code section 48900 (a)-(e), or if the student's presence causes a danger to persons. A student may be suspended from school and/or recommended for expulsion if the principal of the school in which the student is enrolled determines that other means of correction have failed to bring about proper conduct and the student has committed an act as defined in EC 48900, (a)-(t), or 48900.2, 48900.3, 48900.4, or 48900.7.

A student may be suspended or expelled for any acts that occur at any time related to school activity or attendance, including, but not limited to: while on school grounds, going to or coming from school, during lunch, whether on or off campus, and during or while going to or coming from a school-sponsored activity. (EC 48900(s))

Administrators may also take appropriate disciplinary action when information becomes available about student misconduct which occurs off school grounds or outside of school activities, where the misconduct has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the district. (AR 5114) STUDENT DISCIPLINE

Students may be suspended and/or expelled for the following acts:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property. (Per EC 48900 (u), School property includes, but is not limited to, electronic files and databases.)
- (g) Stole or attempted to steal school property or private property. (Per EC 48900 (u), school property includes, but is not limited to, electronic files and databases.)
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products. Conduct prohibited under this section includes possession of electronic cigarettes and other electronic tobacco and nicotine products. (AR 5144.1)
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (Grades 4-12)
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.



- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Engaged in an act of bullying by one or more pupils, including, but not limited to, bullying committed by means of an electronic act, as defined in Sections 48900.2, 48900.3 or 48900.4, directed specifically toward one or more pupils.
- (s) 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 be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (.2) Committed sexual harassment as defined in Section 212.5. (Grades 4-12)
- (.3) Caused, attempted to cause, threatened to cause or participated in an act of hate violence as defined in Section 233(e.). (Grades 4-12)
- (.4) Intentionally engaged in harassment, threats, or intimidation directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. (Grades 4-12)
- (.7) Made terroristic threats, which includes any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

**Mandatory Recommendation for Expulsion (EC 48915(a)(1))**

Principals shall recommend the expulsion of a student for any of the following acts committed while at school, at a school activity off school grounds, or while under school jurisdiction unless the Principal finds that expulsion is inappropriate due to particular circumstances or that an alternative means of correction would address the conduct:

- (A) Causing serious physical injury to another person, except in self-defense.
- (B) Possession of any knife, or other dangerous object of no reasonable use to the pupil.
- (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code except for either of the following:
  - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  - (ii) The possession of over-the-counter medication for use by the pupil for medicinal purposes or medication prescribed for the pupil by a physician.
- (D) Robbery or extortion.
- (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

## **Mandatory Expulsion (EC 48915(c))**

Principals shall immediately suspend, and shall recommend the expulsion of a student for any of the following acts committed while at school, at a school activity off school grounds, or while under school jurisdiction:

(c)(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(c)(2) Brandishing a knife at another person.

(c)(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(c)(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(c)(5) Possession of an explosive

## **Other Grounds for Expulsion**

(EC 48915 (b), (e))

Upon recommendation by the Principal, the Board of Education may order a student expelled for any other acts listed in Education Code 48900, as listed on page 10.

A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

## **Dangerous & Inappropriate Objects**

Dangerous and inappropriate objects, including but not limited to weapons, knives, laser pointers, explosives/ fireworks, mace, pepper spray and imitation firearms (Air Soft Guns/ Pellet Guns) are not permitted on any school campus at any time or while under school jurisdiction. To furnish, possess or use any of these dangerous and inappropriate objects may result in suspension and/or expulsion. (PC 417.25 & 417.27; BP/AR 5114.11)

## **Electronic Devices / Cell Phones**

The District does not allow the use of electronic devices on school campuses. The District does not assume responsibility for lost or stolen items.

Students are permitted to possess cell phones on campus, however, the devices(s) must be turned off during the school day and not be visible.

However, no student shall be prohibited from possessing or using an electronic device that is determined by a licensed physician and surgeon to be essential for the health of the student and use of which is limited to purposes related to the health of the student. Failure of a student to adhere to the guidelines will result in progressive disciplinary action, which may include, but is not limited to, confiscation, parent contact and suspension.

## **Title IX of the Education Amendments of 1972**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. 1-If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX. 2-Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX-regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, immigration status, or national origin-in all aspects of a recipient's educational programs and activities.

The Title IX Coordinator for Sunnyvale School District is the Assistant Superintendent of Student Services. For any Title IX compliance questions or concerns, please contact the Title IX Coordinator at: 408-522-8200 ext. 1012, or mail to Sunnyvale School District, P.O. Box 3217, Sunnyvale, CA 94088-3217.

## **Parent/Guardian & Student Other Rights and Responsibilities**

To promote a safe and secure environment it is necessary for all students to obey classroom and school rules. Students are expected to participate in class activities without disrupting others. Consistent plans for positive consequences for appropriate student behavior will help establish a positive environment. Cooperation among parents, students, and school personnel is required to create a school where teachers can teach, and students can learn.

### **The Student Is Responsible For:**

- Respecting the authority of teachers, principals, and other school personnel to enforce district and school rules.
- Behaving in classrooms and on school campuses without disrupting or interfering with the rights of other students and staff.
- Following the standards of behavior and obeying rules of the school.
- Attending assigned classes daily and being on time.

### **The Parent Is Responsible For:**

- Accepting and respecting the right of the Board of Education to require standards of behavior for all students and for all non-students during school activities.
- Reviewing district policy and school rules with family members to ensure all are familiar with and understand the standards of behavior.
- Ensuring regular attendance.
- Cooperating with school officials in carrying out appropriate disciplinary actions when necessary.
- Seeking out appropriate community agencies for assistance in correcting misbehavior of the students as needed.

### **The Teacher Is Responsible For:**

- Reviewing regularly with students and parents district discipline policy and school rules.
- Enforcing district policy and school rules.
- Establishing an atmosphere of proper behavior in classrooms to enable students to pursue their studies without disruption.

- Communicating with students and parents regarding behavior problems and proposed solutions.
- Reporting any continuing student behavior problems to appropriate school personnel.

**The Principal Is Responsible For:**

- Establishing school rules consistent with district discipline policy that will ensure a positive learning environment.
- Communicating to parents, staff, and students district discipline policy and school rules.
- Enforcing district discipline policy and school rules.
- Assisting students, parents, and staff in seeking solutions to behavior problems.

**Student Rights and Due Process**

All students have a right to receive a free public education. This means free admission to the school and the right to attend school until the age of 18 or graduation from high school. The loss of these rights may occur only for just cause and in accordance with due process of law.

**Students Have the Right:**

- to equal education opportunity and shall not be unlawfully discriminated against because of national origin, race, immigration status, religion, sex, mental, or physical handicap.
- to verbally express their personal opinions. Such expressions shall not interfere with the freedom of others. The use of obscenities or personal attacks is prohibited.
- to express in writing their personal opinions and circulate petitions in language that is determined by the principal and/or teacher not to be offensive.
- to express opinions without prior censorship in school newsletters or leaflets. These opinions shall be signed by the author and meet standards prohibiting libel, obscenity, and intentional distortion or reckless disregard of facts.
- to hold meetings at a time, place, and in a manner which does not disrupt or disturb the educational process. Student meetings on school grounds may function only as a part of the formal educational process or as authorized by the principal

**Right to Review Student Records:**

Parents/guardians have the right to request an inspection of any official records, files and data related to their student. The request must be in writing and the school has five (5) school days to respond to requests. Parents/guardians have equal access to student information, both custodial and noncustodial, unless the school has evidence of a court order or state law revoking these rights. Each school office maintains its students' official records and maintains access logs. Parents/guardians may request removal of information or include a statement disputing any material in their student's record. Appeals under this section are addressed to the Assistant Superintendent of Student Services. Copies of records may be requested and a fee for duplicating (25 cents per page) may be charged by the school site. (EC 49063, 49068-70 and 49075; FERPA 20 USC 1232g; BP/AR 5125)

**Release of Student Information:**

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Sunnyvale 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:

- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

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 publish yearbooks.

PLEASE NOTE: Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin. In addition, the district will not release such information without parental consent or a court order.

If you do not want the District to disclose directory information from your child's education records, you must notify the Sunnyvale School District in writing by September 30th of the current school year or within 30 days of school enrollment. The District has designated the following information as directory information:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Major field of study
- Participation record in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- 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.

## **PROTECTION AND SAFEGUARDS:**

### **Notification of Nondiscrimination Policy**

The Sunnyvale School District is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying, including discrimination against an individual or group, on the basis of actual or perceived ancestry, color, national origin, sex, age, religion, gender, sexual orientation, gender expression, gender identity, actual or potential marital or parental status, pregnancy, actual or potential family status, physical or mental disability, immigration status, nationality, race or ethnicity, ethnic group identification, medical condition, genetic information, homelessness or foster status; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics."

## **Bullying**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans. As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying. (BP/AR 5131)

## **Sexual Harassment**

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation. (BP/AR 4119.11, BP/AR 5145.7)

## **Uniform Complaint Procedures**

The Sunnyvale School District annually notifies our its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Sunnyvale School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

|   |   |
|---|---|
| Adult Education   | Economic Impact Aid   |
| After School Education and Safety   | Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district |
| Agricultural Vocational Education   | English Learner Programs  |
| American Indian Education Centers and Early Childhood Education Program Assessments | Every Student Succeeds Act / No Child Left Behind (Titles I-VII)  |
| Bilingual Education   | Local Control and Accountability Plans (LCAP)   |

|  |   |
|--|---|
| California Peer Assistance and Review Programs for Teachers                    | Migrant Education   |
| Career Technical and Technical Education; Career Technical; Technical Training | Physical Education Instructional Minutes (for grades one through six) |
| Career Technical Education   | Pupil Fees  |
| Child Care and Development   | Reasonable Accommodations to a Lactating Pupil                        |
| Child Nutrition  | Regional Occupation Centers and Programs                              |
| Compensatory Education   | School Safety Plans   |
| Consolidated Categorical Aid   | Special Education   |
| Course Periods without Education Content (for grades nine through twelve)      | State Preschool   |
|  | Tobacco-Use Prevention Education                                      |

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity. A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee.

A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff members responsible to receive UCP complaints in our agency are:

Assistant Superintendent, Curriculum, Instruction, and Assessment  
Sunnyvale School District  
P.O. Box 3217  
Sunnyvale, CA 94088-3217  
(408) 522-8200

Deputy Superintendent of Human Resources (Lead Compliance Officer)  
Sunnyvale School District  
P.O. Box 3217  
Sunnyvale, CA 94088-3217  
(408) 522-8200

Assistant Superintendent of Special Education and Student Services  
Sunnyvale School District  
P.O. Box 3217  
Sunnyvale, CA 94088-3217  
(408) 522-8200

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge

#### **Williams Uniform Complaint Procedure**

School Districts are required to have a complaint procedure to address reporting deficiencies in instructional materials, teacher vacancy or misassignment and maintenance of facilities. A complaint form may be obtained at the school office, district office, or downloaded from the district's Web site at <http://www.sesd.org>. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

#### **Compliance Officer**

The district designates the individual identified below as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual also serves as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination, harassment, intimidation, or bullying. The individual shall receive and coordinate the investigation of complaints and shall ensure district compliance with law:

Deputy Superintendent of Human Resources (Lead Compliance Officer) Sunnyvale School District

P.O. Box 3217 Sunnyvale, CA 94088-3217 (408) 522-8200



## **SCHOOL SAFETY**

### **Regarding Student Injuries During School Year**

Your child's school does not provide medical insurance coverage for school accidents. This means that you are responsible for your child's medical bills if he/she gets hurt during school activities. Myers-Stevens offers student's accident insurance plans to help pay those bills. A brochure explaining coverage is being sent home with your child.

Many coverage options are available. The Student Health Care and High Option 24 Hour Accident plans are especially recommended for those students with no other insurance because they provide the most help when injuries occur. Student Health Care covers illness as well as injury, twenty-four hour a day.

If your child does have other health coverage, student insurance may also be used to help those charges not covered by other insurance. If your child qualifies for Medicare, you must obtain from your school office a copy of the "Important Notice to Persons on Medicare" prior to applying for student insurance. Please review your brochure carefully. If you have questions or need help with your application, please call the plan administrator, Myers-Stevens, at (800) 827-4695. Bilingual representatives are available for parents who need assistance in Spanish.

### **Student Safety Information in The Event of a Disaster**

#### **Evacuation: Activation Method: (Fire Alarm or Intercom Announcement)**

1. Rescue anyone in imminent danger, if possible.
2. Follow fire routes posted in each room or EXIT signs to get outside.
  - a. Teachers must take class attendance list.
  - b. Do not allow students to stop for coats, books, personal items, restroom use, etc.
  - c. Last person out must close the door.
3. Proceed to designated assembly area outside, at least 100 ft. away from the building.
4. Once outside, teachers take attendance using the class list and report any missing, injured, or additional students in their assembled area to the Crisis Response Team. The CRT reports this information to Incident Commander.
5. Remain in designated assembly areas until "All Clear" is given.

#### **Lockdown: Activation Method: (Intercom Announcement)**

1. Lock or barricade all doors.
2. Turn off lights.
3. Pull drapes or mini-blinds closed if you have them.
4. Build interior barricades away from windows/doors.
5. Get behind barricades; remain in classrooms and containment (Safe Room) areas until notified.
6. No person is to enter or exit the locked room.
7. Frequently check for updates via email.
8. Wait for "Attention Please, our campus is now on all clear" instructions from your Principal or Site Incident Commander or Emergency Responders.
9. Changes in lock-down conditions will be given over the intercom.

**Shelter-In-Place: Activation Method: (Intercom Announcement)**

**NOTE: A Shelter-in-Place is initiated when an incident is occurring off school property and requires police or fire response. In the event of a Shelter-in-Place, please:**

1. Gather all students into the building if outdoors.
2. Close all exterior windows and doors. Prepare for shutdown of HVAC system.
3. Instruction, class changes, and all normal INDOOR work activity may continue as scheduled, unless otherwise directed via intercom announcements
4. Remain inside the building until an "All Clear" announcement

**Earthquake: Activation Method: (Intercom Announcement)**

During an earthquake, if you are inside:

During an earthquake, if you are inside:

1. Drop, cover, and hold a furniture leg under desks or furniture with your back to the window areas and as far as you can get from falling glass.
2. Stay away from shelving and bookcases.
3. Leave the building when the signal is given, or if it is not sounded, when the shaking stops. the signal for evacuation of the building is the same as the fire alarm.
4. Assume your responsibilities as assigned in the Emergency Operations Plan.
5. Return to the classroom when the all-clear signal is given.

If outdoors:

Stay clear of buildings, trees, or other falling hazard areas. Move to evacuation assembly areas. Follow directions of emergency personnel.

**Hold-In-Place: Activation Method: (Intercom Announcement)**

**NOTE: A Hold-in-Place is initiated when an urgent incident or medical condition involving a student and/or staff where this response protocol is intended to shelter students from the incident location. In the event of a Hold-in-Place announcement, please:**

1. Staff should efficiently move students away from the incident location by returning to their classroom or evacuating to another location/room in the school. Students may remain outside under supervision if the incident is inside t he school.
2. Staff should scan hallway and move students, other occupants into the nearest room, and report these student(s) names to the office.
3. Instruction and all normal INDOOR work activity may continue as scheduled unless otherwise directed via intercom announcements.
4. Remain at your location until an 'ALL Clear" announcement.

**Transportation safety plan**

Pursuant to legislation known as the Thomas Edward Lanni School Bus Safety Act of 1997, which adds Section 39381.5 to the California Education Code and amends Section 22112 of the Vehicle Code, the following plan, herewith, shall contain procedures for school personnel to follow to ensure the safe transport of pupils

## Scope of transportation services

Designated Safety Area round-trip transportation to/from home/school by Sunnyvale School District busses is provided as a courtesy at no cost, although not required by law, to all students who attend school sites within those designated areas listed below, of a student's home school boundary. In addition, the district provides transportation service to all students whose home school grade level exceeds class size limitations and therefore must attend a school beyond their attendance boundary.

Sunnyvale School District does not have a formal policy on walking distance between a student's residence and school of attendance, but has designated some areas as hazardous. Therefore, the following routes of transportation service will be provided as a courtesy to regular education and special education students that attend the following schools:

- Ellis School & Sunnyvale Middle School – On Reed Ave. east of Evelyn Ave., on Evelyn Ave. north of Reed Ave. to Wolfe Rd.
- Sunnyvale Middle School - From N. Fair Oaks Ave. and east to Bartlett Ave., from Kifer Rd. north to California Ave.
- Lakewood School – South of Hwy. 101 from N. Boragas Ave. to Fair Oaks Ave. Also, for those who live north of Hwy. 101: between Mathilda Ave. to Fair Oaks Ave.
- San Miguel School – For those who reside in the apartments on Lakeside Dr. Known as the Avalon Apts.: east of Lawrence Expressway and south of Hwy. 101.
- Vargas & Sunnyvale Middle Schools – For those who live between Evelyn Ave. and Maude Ave. and between the western most boundary to S. Pastoria Ave. North of the railroad tracks.

Transportation by district bus (large bus) and contractor bus (small bus) is also provided for special needs students who require transportation under their individualized education programs ("IEPs"). Those whose handicapping condition dictates the need for specialized equipment (for example: wheelchair lift, seat belt/harness, vest) necessary for safe transport to and from school will generally be provided the contractor bus (small bus). Additionally, transportation will be provided to such students who attend programs that are located outside district boundaries.

School activity trips or field trips are considered an extension of the classroom, therefore, when available, district buses will be used. When district buses are not available, then an outside contractor that has been approved by the district transportation department will be arranged for, and secured, by the individual school site requesting the trip. Students with special needs requiring specialized transportation will be provided with such. All morning or a.m. pickup times reflect the time the bus leaves the stop. The district therefore advises that the student arrive at his or her assigned bus stop five (5) minutes before the bus is scheduled to leave. The afternoon or p.m. Drop off times are all approximate and can range up to fifteen (15) minutes before or after the scheduled time, due to unforeseen circumstances beyond the district's control (for example: illness of students and/or drivers, student disciplinary problems on the bus, or unusual or unexpected traffic conditions. The district makes every effort to deliver students on time, within reason, for purposes of safety and efficiency.

Buses will not wait for parents to pick up the students at bus stops. It is each parent's responsibility to teach the student how to get home on his or her own, or to have some other contingency plan for when the parent cannot meet the student at the bus stop. Students refusing to walk home and/or to get off the bus because they have no parent present to pick them up; will be returned to their school of attendance at the end of the bus route (approximately 4:00 p.m.). The school site will then contact the students' parents to notify them of this circumstance, and the need to pick up their student at the school site. To insure the safe and efficient delivery of every bussing student we must strictly enforce this policy!

If you have questions, please call Denise Walker at 408-522-8200 X 1062

## **Bus procedures & expectations of conduct**

### **Our Philosophy:**

District philosophy is that all students can behave appropriately and safely while riding on a school bus. Inappropriate student behavior that interferes with the driver doing his/her job or preventing other students from having safe transportation is not tolerated.

**Authority of Driver:** Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street or highway. **Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation.** A bus driver shall not require any pupil to leave the bus en-route between home and school or other destinations. (5 CAC 14103)

### **DISTRICT BUS EXPECTATIONS**

1. Follow the directions of the bus driver.
2. Keep hands, feet, and objects to yourself.
3. No eating, drinking or gum chewing. All food and/or drinks must be packed in a bag or backpack and not taken out in the bus.
4. Talk quietly to others sitting in your seat, no cell phone use while on the bus.
5. No teasing, harassing others, or unkind, vulgar, or obscene language.
6. Saving seats is not permitted.
7. Stay seated with feet on the floor at all times.
8. No radios, skateboards, skates, balls, any object that will not fit into the student's lap, or any object the driver deems hazardous for transport will be allowed on the bus.
9. Do not litter.
10. Windows are to be kept at proper levels. (Ask Driver)

### **WHAT HAPPENS WHEN POLICIES ARE NOT FOLLOWED:**

- First Incident: Driver verbally warns student.
- Second Incident: Student receives citation; the Principal notifies parent of the infraction.
- Third Incident: Student receives citation; the Principal notifies parent of the infraction.
- Fourth Incident: Student receives citation and is suspended from the bus for 3-5 days; the Principal notifies Parent of the infraction.
- Fifth incident: For fifth or severe incident student receives citation and is suspended from the bus for a minimum of 5-10 days; parent is to attend conference with Principal.

### **SEVERE DISRUPTION:**

The following inappropriate behavior will result in automatic suspension (10 days) of bus riding privileges:

1. Fighting (any students hitting each other)
2. Verbal abuse or profanity
3. Direct disobedience of bus driver or supervisor

4. Lighting matches; smoking on the school bus
5. Entering or exiting bus through windows or emergency exit doors
6. Vandalism or graffiti
7. Student giving a false name

The Sunnyvale School District is committed to safe school campuses and buses to support a quality educational environment. Weapons of any kind, brought onto a school campus or school bus will result in immediate action by the school and the Board of Education.

It is in your child's interest that we work together in a relationship that provides safe transportation. Please feel free to call the Operations office at 522-8225 if you have any questions.

1. Students who ride a school bus to school should go directly to the bus stop from home in the morning and report directly to their home from the bus stop in the afternoon. Students should not arrive at their designated bus stop location any earlier than 5 minutes prior to the scheduled pick up time. It is the parent responsibility to pick up students at the bus stop; drivers cannot wait for parent pickup.

2. Orderly behavior is expected at all bus stops. Students must wait for the school bus at the bus stop, where the driver can see the student, not in a car across the street or in a parking lot. Students should be in an orderly line and never crowd or push another student.

3. Throwing of items is not permitted at or around the bus stops by school students

4. State law does not permit live animals, insects, or any types of glass containers to be transported on a school bus. No large music instrument may be transported on the school bus. (Students should check with their bus driver concerning any large objects the day before bringing them).

5. While students are aboard a school bus or school pupil activity bus, they are directly responsible to the bus driver. The bus driver will supervise the loading and unloading of students from the bus. Students should remain in line until the bus has come to a complete stop, the door has opened, and the driver has signaled to load or unload the bus. Students are expected to load and unload the school bus or school pupil activity bus in an orderly, courteous manner

6. Students are expected to load and unload the school bus at their assigned designated stop at all times. Should parents find it necessary to have their child load or unload the bus at a different authorized stop, a note shall be submitted to the school principal and the principal shall authorize this change then send the note to the driver. The bus driver will not permit a change without this authorization.

7. Upon boarding the school bus or school pupil activity bus, students shall enter one at a time, without pushing or shoving, and go quickly to their seat. They shall sit facing in a forward manner with their back against the seatbacks, and remain seated, and follow all bus rules until their destination has been reached. After the bus has come to a complete stop, the driver will indicate when it is safe to stand and unload the bus. If a student drops papers or other objects while loading or unloading the bus he/she should get the attention of the driver. Never go under or near the bus to retrieve objects since the driver may not see you.

8.The driver of a school bus shall operate warning lights and signs at all school bus stops when the school bus is stopped for the purpose of loading and/or unloading pupils, regardless of whether the pupils must cross the street or private road. Students shall use the official traffic control device (red, amber, green) to cross the street when the bus stop is in close proximity. If a signal light is not near the bus stop the driver shall ask at each stop if any pupil must cross the street that the bus is stopped on, then escort those pupils who must cross the street in front of the school bus.

9.Students shall wait for direction from the driver and shall not cross the street until directed to do so and shall cross between the driver and the bus. Students shall never run back to the bus or cross back over to get mail, etc. At no time will a driver permit a student to cross the street behind the bus.

## BUS STOP LOCATIONS

Bus stop locations are designated primarily at school sites except for areas referenced in the scope of services as being hazardous, therefore, efforts to get closer into residential neighborhoods becomes a necessity. All designated stops are meant and intended to be at the safest possible location. Stops are designed to be placed in the middle point of a group of children expected to use this service. Students are expected to conform to our behavior and expectations standards of conduct while waiting for the school bus. Below is a chart of all district designated bus stop locations, the school sites served and noting stops that require driver escort or require students to use the traffic control devices (stop light/crosswalk) to cross the street

| BUS STOP LOCATION   | SCHOOLS SERVED                                    | REQUIRES ESCORT |
|---|---|-----------------|
| MARY & ESCALON  | SUNNYVALE MIDDLE VARGAS                           | NO              |
| CALIFORNIA ON PAJARO  | VARGAS  | YES             |
| MARY At CALIFORNIA  | SUNNYVALE MIDDLE Afternoon drop off               | NO              |
| MARY & BUENA VISTA  | SUNNYVALE MIDDLE Morning Pickup<br>VARGAS         | NO              |
| VARGAS SCHOOL   | Students attending schools other than home school | NO              |
| SAN MIGUEL SCHOOL   | Students attending schools other than home school | YES             |
| COLUMBIA PARK AM Parking Lot pickup & PM Corner of Streets Hemlock & San Diego Drop off | LAKEWOOD  | YES             |
| BISHOP SCHOOL   | Students attending schools other than home school | NO              |
| BIRCH & BARTLETT  | SUNNYVALE MIDDLE                                  | YES             |
| CUMBERLAND SCHOOL (On Quetta)   | Students attending schools other than home school | YES             |
| TASMAN & FAIROAKS   | LAKEWOOD  | NO              |
| FAIRWOOD SCHOOL   | Students attending schools other than home school | YES             |
| ELLIS SCHOOL  | Students attending schools other than home school | YES             |
| LAKEWOOD SCHOOL   | Students attending schools other than home school | YES             |
| APTS. ON LAKESIDE   | SAN MIGUEL  | NO              |
| ASTER PARK APTS   | ELLIS   | NO              |
| WILLOWBEND APTS.  | SUNNYVALE MIDDLE ELLIS                            | NO              |
| ORCHARD GARDENS PARK  | LAKEWOOD  | YES             |
| MISSION POINT APTS.   | LAKEWOOD  | YES             |

## **ADDITIONAL PROCEDURES**

In compliance with Education Code 39831.5, the following procedures shall be implemented:

1. Upon registration and every year thereafter posted online, a copy of this safety plan shall be provided to the parents or guardian of school bus riders.
2. At least once each year, all pupils who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through  
3. emergency exit doors.
4. Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction which includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.
5. Special needs students riding District busses and using special equipment shall have the assistance of the Parent or Guardian when boarding the bus.

In compliance with Vehicle Code Section 22112, the following procedures shall be implemented:

1. On approach to a school bus stop, where pupils are loading or unloading from a school bus, the driver of the school bus shall activate the flashing amber and red signal lights at all times when the school bus is stopped for the purpose of loading and unloading pupils. The flashing red signal lights shall not be operated at any place where traffic is controlled by a traffic officer nor on school sites or on streets adjacent to school sites.
2. The driver shall stop to load or unload pupils only at a school bus stop designated for pupils by the school district or  
3. authorized for school activity trips.
4. When a school bus is stopped on a highway or private road that is not adjacent to a school for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the driver shall do all of the following:
  - 200 hundred feet prior to the bus stop the driver shall activate the flashing amber lights.
  - After coming to a complete stop, check carefully for approaching traffic in all directions and activate the flashing red light signal system when safe to do so.
  - Before opening the door, ensure that the flashing red signal lights are activated and that it is safe to enter or exit the school bus. Ask if there are any pupils that need to cross the street. Instruct and monitor students' safe entry or exit from the school bus.
  - Escort all pupils who need to cross the highway or private road. The driver shall use an approved hand-held "STOP" sign while escorting all pupils.
  - Require all pupils to walk in front of the bus as they cross the highway or private road.



5. Ensure that all pupils who need to cross the highway or private road have crossed safely, and that all other unloaded pupils and pedestrians are a safe distance from the bus and it is safe to move before setting the bus in motion. Except at a location where students are loading or unloading from a school bus and must cross a highway or private road upon which the school bus is stopped, the flashing red signal lights and stop signal arm requirements imposed by this section do not apply to a school bus driver at the following locations:

- School bus loading zones on or adjacent to school grounds or during an activity trip, if the school bus is lawfully parked.
- Where the bus is disabled due to mechanical breakdown.
- Where students require assistance to board or leave the school bus
- Where the roadway surface on which the bus is stopped is partially or completely covered by snow or ice and requiring traffic to stop would impose a safety hazard.
- On a state highway with a posted speed limit of 55 miles on hour or higher where the school bus is completely off the main traveled portion of the highway.
- Any location determined by a school district, with the approval of the Department of the Highway Patrol, to present a traffic or safety hazard

**Note to all Parents, Guardians, and Visitors to Sunnyvale School District School Sites:**

For the safety of all California Public School Students, pursuant to the California Vehicle Code, the law requires the Sunnyvale School District to establish school bus only drop and pickup zones at each school site. These zones are for the use of Yellow School Busses only, and must be kept clear of all other traffic. Due to the increased usage of these marked zones by parents in private vehicles or others in service vehicles, School Busses are not able to use these safety zones. Ultimately it is the School Sites' responsibility and obligation to remind parents and others of the specific drop and pickup zones to be used at each site, and that the illegal use of marked School Bus and/or Red Curbed Zones is subject to citation by Sunnyvale Public Safety and/or the California Highway Patrol. Sunnyvale School District would like to take this opportunity to remind Parents, Guardians, and Visitors that safety is everyone's responsibility. We expect all of our visitors to comply with all traffic laws and use prudent safe behavior when you are at or near our school sites.

**HEALTH SERVICES AND REQUIREMENTS**

**Lactation Accommodations**

The Sunnyvale School District provides reasonable accommodations to a lactating student on a school campus to express breast milk, breast feed, an infant child, or address other needs related to breast-feeding. These accommodations include, but are not limited to; access to a private and secure room, other than a restroom, to express milk or breast feed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access a power source for that equipment and access to a place to safely store breast milk. A reasonable amount of time to accommodate the need to express breast milk or breast-feed an infant child is also given, and no academic penalty will be incurred as a result of use of these reasonable accommodations during the school day.

**Counseling and Support Services**

Sunnyvale School District provides school-based counseling to help meet the social-emotional and academic needs of our students. Students who participate in counseling services meet with a counseling intern one or two times per week for counseling based on the needs of the student. Counseling services help create an environment for children to process and cope with challenges inside and outside of school. Students can also participate in focused, small group counseling when needed. If you believe your child would benefit from counseling services, please talk with your child's teacher who can make the necessary referral or you can make a referral with your school psychologist/school social worker.

## HEALTH EXAMINATION FOR SCHOOL ENTRY OR “CHDP”

Dear Parent or Guardian,

California State Law requires that all children entering school have a complete physical exam by a doctor by having the doctor complete the Report of Health Examination for School Entry. Our district policy requires that this form be submitted to your child’s school by May 31st of your child’s TK or Kindergarten year. Transitional Kindergarten students who have fulfilled this requirement do not need to provide proof again upon Kindergarten entry. Newly entering 1st grade students (who have not attended Kindergarten) have 90 days after school entry to complete the physical exam. Please note that the physical exam only fulfills this requirement, if it was completed after March 1st before the student enters either Kindergarten or Transitional Kindergarten. Any physical exam done at an earlier date cannot be accepted. If you do not have a doctor or health insurance for your child, you may contact the Healthier Kids Foundation of Santa Clara County at [www.hkidsf.org](http://www.hkidsf.org), or call (408) 564-5114. You may also contact the Family Resource Center at San Miguel Elementary School at (408) 522-8200 ext. 1890. If you cannot or do not want your child to receive a Health Examination, you may request to sign a waiver at your child’s school stating the reason you are unable to fulfill this requirement.

### ORAL HEALTH EXAM

California Education Code Section 49452.8, requires that your child have an oral health assessment (dental check-up) by May 31st in either TK, Kindergarten or first grade, whichever is his or her first year in public school. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional.

Take the attached Oral Health Assessment/Waiver Request form to the dental office, as it will be needed for your child’s check-up. If you cannot take your child for this required assessment, please indicate the reason for this in Section 3 of the form. You can get more copies of the necessary form at your child’s school or online from the California Department of Education’s website at <http://www.cde.ca.gov/ls/he/hn/>.

California law requires schools to maintain the privacy of student’s health information. Your child’s identity will not be associated with any report produced as a result of this requirement.

The following resources will help you find a dentist and complete this requirement for your child:

1. Medi-Cal/Denti-Cal’s toll-free number or website can help you to find a dentist who takes Denti-Cal: 1-800-322-6384; <http://www.denti-cal.ca.gov>. For help enrolling your child in Medi-Cal/Denti-Cal, contact your local social service agency at (fill in appropriate local contact information, available at <http://www.dhs.ca.gov/mcs/medi-Calhome/CountyListing1.htm>).
2. For help enrolling your child in Medi-Cal/Denti-Cal, contact Medi-Cal for Families at [www.coveredca.com/medi-cal/families](http://www.coveredca.com/medi-cal/families) or call 1-800-880-5305
3. For additional resources that may be helpful, contact the Family Resource Center at San Miguel Elementary School at (408) 522-8200 ext. 1890

Remember, your child is not healthy and ready for school if he or she has poor dental health! Here is important advice to help your child stay healthy:

Take your child to the dentist twice a year.

Choose healthy foods for the entire family. Fresh foods are usually the healthiest foods.

Brush teeth at least twice a day with toothpaste that contains fluoride.

Limit candy and sweet drinks such as punch or soda.

Sweet drinks and candy contain a lot of sugar, which causes cavities and replaces important nutrients in your child’s diet. Sweet drinks and candy also contribute to weight problems, which may lead to other diseases, such as diabetes. The less candy and sweet drinks, the better!

Baby teeth are very important. They are not just teeth that will fall out. The health of baby teeth directly affects the health of incoming permanent teeth. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school. Tooth decay is an infection that does not heal and can be painful if left without treatment. If cavities are not treated, children can become sick enough to require emergency room treatment, and their adult teeth may be permanently damaged. Many things influence a child’s progress and success in school, including health. Children must be healthy to learn, and children with cavities are not healthy. Cavities are preventable, but they affect more children than any other chronic disease.

If you have questions about the oral health assessment requirement, please contact your child's school health office

### **Information about Type II Diabetes**

Type 2 diabetes is being diagnosed at an alarming rate among children and adolescents. Being overweight, making unhealthy food choices (poor diet), not being active (lack of exercise) and having a family history of diabetes places children at risk for a disease once thought to effect only adults. There is no cure for type 2 diabetes. Prevention, early detection and diagnosis are extremely important as type 2 diabetes can be prevented, managed and controlled with healthy lifestyle choices and medication, if needed. Preventing and managing type II diabetes may prevent long term and damage to the blood vessels in the heart, kidneys, eyes and nerves.

For more information about Type II Diabetes Prevention, please refer to our Health Services site <https://www.sesd.org/Page/844>

### **Insurance Information**

If your child needs health insurance, go to the Healthier Kids Foundation of Santa Clara County at [www.hkidsf.org](http://www.hkidsf.org) , or call (408)564-5114.

If you believe you may qualify for “Obamacare”, go to Covered California at <http://www.coveredca.com> or call (800) 300-1506 | TTY: (888) 889-4500 English

#### **(Spanish)**

800-300-0213

#### **(Arabic)**

800-826-6317

#### **(Armenian)**

800-996-1009

#### **(Chinese)**

800-300-1533

#### **(Farsi)**

800-921-8879

#### **(Hmong)**

800-771-2156

#### **(Korean)**

800-738-9116

#### **(Lao)**

800-357-7976

#### **(Russian)**

800-778-7695

#### **(Khmer)**

800-906-8528

#### **(Filipino)**

800-983-8816

#### **(Vietnamese)**

800-652-9528

For additional resources that may be helpful, contact the Family Resource Center at San Miguel Elementary School at (408) 522-8200 ext. 1890

## **Guidelines to Use for Dropping Off Medications:**

1. Confirm that the appropriate medication forms have been completed correctly:

- The doctor's order needs to match the bottle description, dosage, and name.
- The form must have a doctor's signature and date.
- The form must have a parent's signature and date.

2. You can pick up forms from your child's school, or download them from the district website:

<https://sites.google.com/a/sesd.org/health-services/websites1>

3. Medication:

- Needs to be in a labeled pharmacy bottle and labeled with the student's name, medication and dosage matching the information on the permission form (see above).
- If it is a controlled substance, such as Ritalin, the pills have to be counted by the staff person who is accepting the bottle, with the parent present.
- After the pills are counted, the staff person accepting the pills needs to note on the medication log the number of pills, initial next to it and the parent initials it.
- DO NOT drop off medications without making sure they are properly signed in by a staff person and noted on your child's medication log sheet(s).
- Even over-the-counter/non-prescription medication MUST be accompanied by a doctor's order and signature and parent signature.

## **When is my child too sick to come to school?**

If a student experiences the following symptoms at school, school personnel will contact the parent/guardian in order to arrange for someone to pick him/her up from school:

- Temperature of 100° or above
- Diarrhea
- Nausea accompanied by vomiting
- Pain which does not subside after resting
- Redness of eyes with drainage/discharge
- Earache
- Severe toothache
- Unexplained/unknown rash

Students should not be sent to school if they have any of the above symptoms in the morning before school starts. In case of a suspected communicable disease, such as pink eye or unknown rash, parents need to provide the school with a doctor's note upon the student's return. Furthermore, students who have had a fever (100° or more) and/or vomiting should not return to school until they have gone without fever or vomiting for at least 24 hours.

Additionally, students with active head lice infestations should not come to school until they have been appropriately treated.

For more information, go to this link:

[https://www.sesd.org/cms/lib/CA01902799/Centricity/Domain/38/HFLL\\_guide\\_2015.pdf](https://www.sesd.org/cms/lib/CA01902799/Centricity/Domain/38/HFLL_guide_2015.pdf)

## **Use of Medical Equipment at School**

To promote the health and safety of every person on campus, if your child needs to use medical equipment (wheelchair, crutches, knee scooter, etc.) at school, a doctor's note is required. The doctor's note should include: the duration of time the student will need to use the equipment, an explanation that the child has been taught how to use it (including using the toilet independently), and provide recommendations if accommodations are needed, such as excuse from PE, etc. The schools cannot provide medical equipment for your child to use at school. It must be supplied by your medical provider. Please see the guidelines above for medications, if your child needs any pain medication, even over the counter medication.

## **Child Nutrition Department**

Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified using a special token, special tickets, special serving lines, separate entrances separate dining areas, or by any other means.

As we start the 2018-2019 school year, The Sunnyvale Child Nutrition Department would like to extend a special welcome to all returning and incoming students. To help ease your transition into the coming school year please feel free to contact us at the following numbers:

- Child Nutrition Contact: Armando Robles(408) 522-8200, ext. 1081 Armando.robles@sesd.org
- Free & Reduced Lunch Applications/ Account Refunds/ Student Eligibility Contact:

Cindy Rock (408) 522-8200, ext. 1053 Cindy.rock@sesd.org

Peggy Bagdriwicz (408) 522-8200, ext. 1019 PeggyB@sesd.org

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, director office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

Students at the Sunnyvale School District are given a choice of 3-4 entrée selections for the elementary and 4-5 entrée choices for the middle school and an unlimited variety of fresh fruits and vegetables from the Salad Bar. For a balance plate, students should select 3 of the 5 food groups-or Meal Components.

Entrees – Students must select one

Vegetable Bar – Students must select ½ a cup (Vegetable or Fruit)

Fruit Bar – Students must select ½ a cup (Fruit or Vegetable) Milk

All of the above are available thru the Sunnyvale Schools which takes part in the National School Lunch Program (Free or Reduced), or for a Full Paid meal price of \$3.50. The students have the option of which item(s) to decline, but must select an entrée and one serving of a fruit or vegetable.

All menu items have nutritional analysis available which follows the USDA daily minimum requirements. Offering choices gives students the opportunity to select foods they will eat and recognizes the fact that not all students have the same tastes and preferences.

If you have any questions, please contact the Child Nutrition Department at (408) 522-8200, ext. 1053

### **Free & Reduced Priced Assistance**

The Sunnyvale School District takes part in the National School Lunch and the School Breakfast Programs. Meals are served every school day. Students may buy lunch for \$3.50 and/or breakfast for \$2.25 Eligible students may receive meals free or at a reduced price of \$.40 for lunch and/or \$.30 for breakfast. Students may buy milk for \$.50

For Free or Reduced-price meal assistance, please complete the application sent home on the first day of school. Applications are also available at the school office, cafeteria, online at [www.sesd.org](http://www.sesd.org) and through the Sunnyvale District Office. When the completed application is returned to the school, it is reviewed, approved or denied by the District Office. Parents are notified of the results through the mail. Until parents are notified of status, students are full price.

Applications can be approved for either free or a reduced-price lunch of \$.40 cents and breakfast of \$.30 cents. YOU MUST RECEIVE A CONFIRMATION LETTER NOTIFYING YOU OF APPROVAL FOR FREE OR REDUCED STATUS. The reduced price can be paid daily or prepaid or payments can be made online at [www.EZSchoolPay.com](http://www.EZSchoolPay.com) when paying online there is a Students who attended Sunnyvale School District schools and were approved for free or reduced priced meals last year during the 2018-2019 school year may be served based upon that status during the first 30 school days. After the 30 days a new application must be processed and approved to continue receiving assistance. Please make sure to submit your child's application as soon as possible, since it will take up to 10 workdays for approval. Only one completed application per household is necessary. All household members need to be on the application.

As soon as your child/children have been approved for free or reduced assistance they will be issued a meal card or pin number. At lunch and breakfast your child will locate his/her meal card from the lunch card rack and hand it to the Cafeteria Cashier at the serving line. The middle school students will enter their student id or pin number.

### **REMEMBER YOUR APPLICATION IS STRICTLY CONFIDENTIAL!!!**

If you have any questions please contact the Child Nutrition Department at (408) 522-8200, ext. 1053 In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, director office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (Voice and TDD). USDA is an equal opportunity provider and employer.

Your children may qualify for free or reduced-price meals if:

- Your family receives CalWorks, CalFresh, or FDPIR
- A foster child who is the legal responsibility of the State Agency or court
- Your family makes less than the income specified by the USDA guidelines.
- You have experienced temporary layoffs.

### **Tips for Filling out the Application**

List each child's name and school site.  
List CalFresh, CalWorks, or FDPIR case number.

An adult household member must sign application  
Have your child(ren) turn in application as soon as possible!

#### Foster Children

List the name of the foster child/children and school site in Section A.  
Foster parent must sign application

All Other Income Households – wages, salary pensions, etc.

If you do not list a CalFresh, CalWorks, or FDPIR case number for each student listed on the application, you must do the following:

List each child's name and school site in Section A.

List all additional children.

List all adult household members who are 21 years and older.

List the amount of income each household member received last month, and the source of income.

Sign application, list last (4) four digits of the social security number of household member signing application and complete name, date, address and phone number.\*

**\*Without an adult signature and the corresponding last four digits of the social security, or checkmark indicating no social security number, the application cannot be processed, and will be returned for the signature and the last four of the social security number.**

#### Child Nutrition Program Procedures 2018-2019

A Nutritious breakfast and lunch is available at each school for all children every school day. There are several ways to purchase meals for your child(ren):

##### Daily Cash Purchase

Your child pays \$3.50 to the Cafeteria Clerk. (\$2.25 Breakfast/ \$3.50 Lunch)

PLEASE SEND EXACT CHANGE WITH YOUR CHILD WHENEVER POSSIBLE

##### Meal Charge Policy:

As a result of SB 250, effective January 1, 2018 All students, who has an unpaid meal charges, is to be served a regular reimbursable meal regardless of their balance.

When a student has a negative balance, you will receive an automated phone call and email.

##### Payments

Using the [www.EZSchoolPay.com](http://www.EZSchoolPay.com) online payment system can prevent over drawn balances.

##### Prepaid Meal Cards

At any time during the month you may prepay meals for your child.

Students may pay by cash daily or parents can sign up for [EZSchoolPay.com](http://EZSchoolPay.com) and make online payments

PREPAYING FOR YOUR CHILD'S MEALS, IS AS EASY AS 1-2-3-

##### 1. Online payment information: [www.EZSchoolPay.com](http://www.EZSchoolPay.com)

This is an easy to use prepayment system. You can check balances, enter payment in morning and money is in account 15 minutes later, setup payment reminders etc. You will need your student ID number.

Please call the Child Nutrition office for any questions.408-522-8200 x1053

2. If you wish to prepay by check. Please make checks payable to SEDS, Child Nutrition Department.
3. Please add your child's first and last name on the envelope along with each child's teacher's name and grade And have your child turn in the envelope to the school office, or kitchen staff.

**How to make a PRE-PAYMENT**

If you make a payment in the school. The office has a payment box where each day a Cafeteria cashier will pick up the payments and credit your payment. This meal card does not go home with your child. The card is placed on a Card rack and your child will select his card daily before entering the cafeteria. They will hand their card to the Cashier Clerk and the cashier will scan the meal card and verify that it's the correct child by the picture.

**Meal Cards**

Students at all Elementary Schools will be issued an "Electronic Meal Card." This plastic card has a bar code that is read by a computer as the students go through the cafeteria line these are scanned by the cafeteria cashier. They are kept in the cafeteria on a card rack for student's access. These do not go home with your child. Students at the Middle School will use their Student ID number in place of the Electronic Meal Cards.

**Best Practice**

Prepaying for your child's meals eliminates the task of trying to round up \$2.25 for breakfast or \$3.50 for lunch. It also helps the lunch line run smooth and fast. Any amount left over after purchasing a breakfast or lunch will be credited to your child's account. When using the online payment system of [www.EZSchoolPay.com](http://www.EZSchoolPay.com) you can set up payment reminders to be emailed to you once your child account reaches a preset amount. If you choose to send in a check in order to keep track of the meal card balance, parents need to call the Child Nutrition Department to set up a minimum balance automated call. At 408-522-8200 X 1053

**You may also check with the Cafeteria Clerk for your account balance if necessary after meal service hours.**

| <b>LUNCH PRICES FOR ELEMENTARY &amp; MIDDLE SCHOOL</b> | <b>BREAKFAST PRICES FOR ELEMENTARY &amp; MIDDLE SCHOOL</b> |
|--|--|
| Paid Lunch \$ 3.50                                     | Paid Breakfast \$ 2.25                                     |
| Reduced Lunch \$ .40                                   | Reduced Breakfast or Credit .30                            |
| 30 Day Paid Credit \$105.00                            | 30 Day Paid Credit \$67.50                                 |
| 30 Day Reduced Credit \$12.00                          | 30 Day Reduced Credit \$ 9.00                              |
| 20 Day Paid Credit \$70.00                             | 20 Day Paid Credit \$45.00                                 |
| 20 Day Reduced Credit \$ 8.00                          | 20 Day Reduced Credit \$ 6.00                              |
| 10 Day Paid Credit \$35.00                             | 10 Day Paid Credit \$22.50                                 |
| 10 Day Reduced Credit \$ 4.00                          | 10 Day Reduced Credit \$ 3.00                              |

**Returned Checks**

If, for any reason, your check is returned to us by the bank, the Child Nutrition Department will contact you and request the full amount of the check in addition to a \$15 per check service fee. Payment for a returned check should be either cash or money order.



All Sunnyvale Schools are offered a mid-morning brunch period every school day. Nutritious items with student appeal are offered during this time. Because brunch time is limited, foods that are quick and easy to eat “grab & go” are offered. Many different selections are offered throughout the school year to enhance student interest. Please check your school for more information. During the lunch period, students may purchase a complete, nutritious lunch for \$3.50! A complete lunch consists of an entrée, and a half cup of Fruit or Vegetables. These lunches are geared towards the type of foods that the students like to eat. All meals meet the NSLP guidelines. There are many choices daily and the variety changes daily and various side dishes to choose from.

### **Miscellaneous Food Service Information**

#### **Student Cafeteria Workers:**

Upper grade students have the opportunity to learn responsibility and life skills by working in the cafeteria at lunch. Students assist daily, at each school, serving lunch, selling milk & ala carte items. Students work in the cafeteria, on a voluntary basis, for a period of one to three weeks during the school year. For their services, the students will receive a complimentary lunch each day they work.

Volunteering in the cafeteria is an excellent way for students to practice math skills, learn teamwork, and improve their ability to follow directions. Should you be opposed to your child participating in the cafeteria work program, please instruct your child not to volunteer for cafeteria duty.

**This institution is an equal opportunity provider.**

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

#### **Policy**

It is the policy of the Sunnyvale School District to implement the Healthy Schools Act (AB 2260) policies and procedures to control structural and landscape pests/weeds and minimize exposure of children, faculty, and staff to pesticides/herbicides.

It is the policy of the school district to control pests in the school environment. 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.

#### **Pesticides/Herbicides**

It is the policy of this school district to reduce exposure to pesticides and herbicides in the school environment. When pesticides or herbicides are used to control pests and weeds in schools, there is potential for human exposure. Excessive exposure may result in pesticide/herbicide poisoning or allergic responses in sensitive individuals. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development.

### **AB 2260, the Health Schools Act of 2000**

- Non-chemical prevention of pests and weeds population 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.
- Precision targeting of pesticides and herbicides to area not contacted by or accessible to the children, faculty and staff will be implemented.

- Application of pesticides/herbicides 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. Parents may request in writing a separate written notice for each pesticide/herbicide application seventy-two hours prior to the anticipated application.

Warning signs will be posted at all entrances to the School District 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/herbicides used by the School District and/or copies of AB 2260 may be obtained by written request to the Manager of Operations, Kathy Rouse, at 825 West Iowa Avenue, Sunnyvale, CA 94086, or by contacting the California Department of Pesticide Regulation website [www.cdpr.ca.gov](http://www.cdpr.ca.gov).
- In the event of an “emergency” application of a pesticide to control a specific and documented problem, signs will be posted immediately and remain posted for seventy-two hours following the application procedure. The success of the Healthy Schools Act (AB 2260) in schools is dependent upon:
  - The full cooperation of administrators, faculty, maintenance/custodial staff, parents, students and the community.
  - The establishment of a District-wide coordinator and advisory committee.
  - School-based safety committees that shall include pest management and pesticide policies and procedures as part of their agenda.
  - Each school designating a staff member to coordinate the Healthy School Act and ensuring the maintenance pest management records.

The Sunnyvale School District invites questions, concerns and suggestions from our parents, community, students and staff. All comments addressing the above noted policy should be addressed to: Kathy Rouse at (408) 522-8225

The Healthy Schools Act (AB 2260) of 2000 requires all California School Districts to notify parents and guardians of pesticides/herbicides they expect to apply during the year. We intend to use the following pesticides/herbicides in your school this year:

| <b>NAME OF PESTICIDE/HERBICIDE</b> | <b>ACTIVE INGREDIENTS</b>         |
|------------------------------------|-----------------------------------|
| Arilon                             | Indoxacarb                        |
| Maxforce Granular                  | Hydamethylon                      |
| First Strike                       | Difethialone                      |
| Round up                           | Isopropylamine salt of glyphosate |
| Turflon Ester                      | Triclopyr                         |
| PreM Aqua Cap                      | Pendimethalin                     |

You can find more information regarding these pesticides/herbicides and pesticide use reduction at the Department of Pesticide Regulation’s website at <http://www.cdpr.ca.gov/>

#### Asbestos Surveillance and Re-Inspection Notification

In compliance with the provisions of the Asbestos Hazard Emergency Response Act (AHERA), the district is required to issue notification to the users of its facilities with respect to the surveillance and maintenance program of all identified asbestos containing building materials (ACBM) in all district facilities.

Sunnyvale School District continues to institute an asbestos maintenance and Re-inspection program to ensure that the areas where asbestos containing materials are identified remains in a non-hazardous condition.

The district maintains a AHERA Management Plan for all district facilities. This Document is on file at the district's Department of Operational Services. If you wish to review this document, you may do so by contacting the designated person, Dominick Fanelli at (408) 796-7144 (office) or (408) 455-9419 (cell) to arrange for an appointment.

Sunnyvale School District is committed to maintain a safe, hazard-free environment for its school community. We will continue to keep you informed of ongoing asbestos surveillance and maintenance program.

Please feel free to call the designated person, Dominick Fanelli at (408) 796-7144 or (408) 455-9419 should you have any questions or concerns in this regard.



## Photo and Video Release Form

Dear Parent/Guardian of

Sunnyvale School District (District) is making a concerted effort to promote the positive activities, honors, and work of our staff and students. As such, during the school year, photos and/or videos may be taken of your child which could be posted in various media projects. This includes, but is not limited to, working with local newspapers, radio stations, television stations, and also developing our own publications, which may appear on the District website, social media accounts, as well as in other publications. No public disclosure of a student's contact information (phone number, address, etc.) would ever be made in these circumstances.

However, we need parent permission to use your child's image in our promotions and publications. As such, please make the selection of your choice below as to whether you give the District permission to use your child's photograph(s) and/or video imagery and then sign and return this form to the main office of your child's school. Please note your consent applies only to classroom activities or school events that are not open to the public

Yes – I consent. Through this consent, I understand that I am agreeing that (1) my child may participate and appear in District video and/or audio recordings, films, photographs, written articles, and on District websites and social media sites; and (2) to the use and editing of my child's image, voice and name in media projects by the District to print, broadcast or Internet media outlets, such as newspapers, radio and television stations and news websites. As consideration for my child's participation in such publications, I release the District, including its employees and contractors, from claims resulting from the use and editing of my child's image, voice or name, including to media outlets. I further understand no compensation will be paid for any inclusion of my child in District materials.

Yes – I consent but only for use of such publications in the school yearbook.

No - I do not consent to the use of my child's photograph, voice and/or name in various media projects. I understand this means my child will not be featured in publicity about the achievements or activities of my child's classmates or school. I understand this only applies to activities or school events that are not open to the public. Public events such as sporting events, graduation ceremonies, theater productions, and student concerts may be photographed or video-recorded by third parties, including the media. These persons and/or entities are not subject to the District's policies or the Education Code with regard to student privacy.

You may change your selection at any time by completing a new form at your school.

Student Name:

Parent/Guardian Name:

Parent/Guardian Signature: Date:

**COMPLETE FOR ALL STUDENTS**

**STUDENT USE OF TECHNOLOGY AGREEMENT**

As a student user of Sunnyvale Elementary School District's data network, I have read and understand the Student Use of Technology Agreement Terms (page). I hereby agree to comply with the statements and expectations outlined in the Student Use of Technology Agreement Terms and Board Policy and Administrative Regulation (BP/AR) 6163.4, Internet Safe and Responsible Use, and to honor all relevant local, state, and federal laws, policies, regulations and restrictions. I understand that violations may result in revocation of permission to use computers and the network, disciplinary action, and/or legal action.

Student's Name (Print: Last, First):

School:

Student's Signature:

Date:

Gr.:

Student ID (if known)

**PARENT/GUARDIAN SECTION**

As the parent/guardian of the student above, I have read the Terms of Use of Technology Agreement and grant permission for my student to access the Internet. I understand that the school's technology resources are designed for educational purposes only. I also understand that it is impossible for the school to restrict access to all the network. I understand that students and families may be held liable for violating conditions of this agreement. I accept full responsibility for supervision if and when my student's use is not in a school setting. (BP/AR 3521.1, AR 6163.2)

Parent/Guardian Name (Print: Last, First)

Parent/Guardian Signature

Date

**School Year 2018 - 2019**

**ACKNOWLEDGEMENT OF ANNUAL NOTICE OF RIGHTS**

Under Education Code Section 48980, at the beginning of the first semester or first quarter of the regular school term, the District is required to furnish parents/guardians with a notice of rights. This is your copy of Sunnyvale Elementary School District's Parent/Guardian & Student Handbook and Notice of Rights and Responsibilities. The signature of a parent/guardian acknowledges receipt of the notice. By signing this form, a parent/guardian does not give or withhold consent for participation in any particular school-sponsored program or activity. Parents/guardians will be notified separately of programs and/or activities that require written permission

Student's Name (Print: Last, First)

Student ID (if known):

Address

City

Zip Code

Home Telephone

Grade

Teacher/Homeroom

Parent/Guardian Name (Print: Last, First)

Parent/Guardian Signature

Date

**School Year 2018 - 2019**