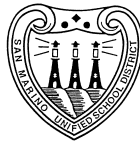


# *San Marino Unified School District*

*"Delivering a world-class education with recognized excellence in academics, arts, and athletics!"*

ADMINISTRATIVE OFFICES  
TELEPHONE: (626) 299-7000  
FAX: (626) 299-7010



1665 WEST DRIVE  
SAN MARINO, CALIFORNIA 91108-2594

## **NOTICE OF RIGHTS OF PARENT OR GUARDIANS OF MINOR PUPILS UNDER CERTAIN EDUCATION CODE SECTIONS**

Dear Parent or Guardian:

Governing Boards of school districts are required to notify parents or guardians of their rights and responsibilities under Section 40, Code of Regulations Title VI and U.S. Title IX, Welfare and Institution Code, Education Code Sections 221.5, 231.5, 763.93, 12550, 12556, 17612, 32255, 32289, 35160.5, 35182.5, 35183.5, 35186, 35256, 35258, 35291, 37254, 44579, 44807, 46010, 46010.1, 46014, 46600, 48204, 48205, 48205 (a), 48207, 48208, 48209, 48216, 48850, 48900, 48900.1, 48980, 48980.3, 49060 - 49073, 49403, 49408, 49423, 49423.1, 49451, 49472, 49480 (e), 49480 (h), 49480 (i), 49480 (k), 48980.3, 49060 through 49073, 49403, 49408, 49423, 49423.1, 49451, 49472, 49480, 49520, 51101.1, 51201.5, 51229, 51240, 51870, 51938, 58501, 104495, I.D.E.A., Rehabilitation Act of 1973, Welfare and Institution Code, Stolen Property and Penal Code 417.27. A copy of the paraphrased sections is attached for your information.

Your signature on the District Acknowledgment Form means only that you acknowledge receipt of a copy of these code sections either electronically or by hard copy which inform you of your rights and responsibilities and **does not** indicate that your consent for participation in any particular program has either been given or withheld. You will receive additional notice if and when any of the activities listed in these code sections will involve your child.

Loren Kleinrock  
Superintendent

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## HUNTINGTON MIDDLE SCHOOL STUDENTS AND SAN MARINO HIGH SCHOOL STUDENTS

### **NOTICE OF RIGHTS OF PARENT OR GUARDIANS OF MINOR PUPILS UNDER CERTAIN EDUCATION CODE SECTIONS**

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Loren Kleinrock  
Superintendent

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

1

**Section 48980 – Parent/Guardian Notification**

- (a) At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938 and Chapter 2.3 (commencing with Section 32255) of Part 19 of Division 1 of Title 1.
- (b) The notification also shall advise the parent or guardian of the availability of individualized instruction as prescribed by Section 48206.3, and of the program prescribed by Article 9 (commencing with Section 49510) of Chapter 9.
- (c) The notification also shall advise the parents and guardians of all pupils attending a school within the school district of the schedule of minimum days and pupil-free staff development days, and if any minimum or pupil-free staff development days are scheduled thereafter, the governing board of the district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.
- (d) The notification also may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options including, but not limited to, United States savings bonds.
- (e) The notification shall advise the parent or guardian of the pupil that each pupil completing grade 12 is required to successfully pass the high school exit examination administered pursuant to Chapter 9 (commencing with Section 60850) of Part 33. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and shall inform the parents and guardians regarding the consequences of not passing the examination and shall inform parents and guardians that passing the examination is a condition of graduation.
- (f) Each school district that elects to provide a fingerprinting program pursuant to Article 10 (commencing with Section 32390) of Chapter 3 of Part 19 of Division 1 of Title 1 shall inform parents or guardians of the program as specified in Section 32390.
- (g) The notification shall also include a copy of the written policy of the school district on sexual harassment established pursuant to Section 231.5, as it relates to pupils.
- (h) The notification shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the school district. This notification component shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. This notification component also shall include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification component also shall include an explanation of the existing statutory attendance options including, but not limited to, those available under Section 35160.5, Chapter 5 (commencing with Section 46600) of Part 26, and subdivision (b) of Section 48204. The department shall produce this portion of the notification and shall distribute it to all school districts.
- (i) It is the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within their districts its district and that the districts strive to make available enrollment options that meet the diverse needs, potential, and interests of the pupils of California.
- (j) The notification shall advise the parent or guardian that a pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and shall include the full text of Section 48205.
- (k) The notification shall advise the parent or guardian of the availability of state funds to cover the costs of advanced placement examination fees pursuant to Section 52244.
- (l) The notification to the parent or guardian of a minor pupil enrolled in any of grades 9 to 12, inclusive, also shall include the information required pursuant to Section 51229.

**Title VI, Civil Rights Act of 1964**

The San Marino Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact the District Administrative Offices.

# **CALIFORNIA EDUCATION CODE**

## **PARENTAL NOTIFICATION REQUIREMENTS**

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### **NonDiscrimination Statement**

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

### **Section 221.5 and U.S. Title IX – Career Counseling and Sex Discrimination**

Course selection, vocational and educational counseling may not discriminate due to the sex of the student. A District grievance procedure is provided in cases of alleged sex discrimination. Copies of this procedure may be obtained from the District Office.

### **Section 231.5 – Sexual Harassment**

Board Policy 5145.7 states “The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.”

### **Section 234 and 234.1 – Safe Place to Learn Act**

It is the policy of the State of California to ensure that all local education agencies continue to work to reduce discrimination, harassment, violence, intimidation, and bullying. It is further the policy of the state to improve pupil safety at schools and the connections between pupils and supportive adults, schools, and communities. As such, school districts must adopt policies and procedures that address the following:

1. Policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in PC 422.55 and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
2. Policy that applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district.
3. Process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying that shall include, but not be limited to all of the following:
  - a) A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so.
  - b) A timeline to investigate and resolve complaints that shall be followed by all schools under the jurisdiction of the school district.
  - c) An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint filed.
  - d) Maintenance of complaints and their resolution for a minimum of one review cycle.
  - e) Manner to ensure that complainants are protected from retaliation and that their identities remain confidential, as appropriate.
4. Identification of a responsible local educational agency officer for ensuring compliance. In addition, a copy of the policy and information about the manner in which to file a complaint, to pupils, parents, employees, agents of the governing board, and the general public shall be posted in all schools and offices, including staff lounges and pupil government meeting rooms. Notice to be in English, and when applicable under EC 48985, the primary language or mode of communication of the recipient.

The San Marino Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and Los Angeles County Office of Education, 30 disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district’s anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the District Administrative Offices.

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

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**Section 763.93 – Code of Federal Regulations, Title 40 {40(FR)}**

A copy of the District's management plan for asbestos is available at the District Office.

**Section 12550, 12556 – Imitation Firearms**

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place, including a public school.

**Section 17612 – Notification of Pesticide Use; Active Ingredients; Internet Address to Access Information**

Requires district to annually notify staff and parents of all pesticide products expected to be applied at a school during the year. Notice to identify active ingredient(s) in each product, an internet address on pesticide use and reduction developed under §13184 of the Food and Agricultural Code, and provide opportunity for parent to register with district to receive notification of individual pesticide applications, as specified. Further requires posting of warning signs prior to and after pesticide application and separate notification for pesticide applications not included in annual notification, as specified.

**Section 32255 – Pupil's Rights to Refrain from the Harmful or Destructive Use of Animals**

Teachers shall notify parents and pupils of the pupil's rights from the harmful or destructive use of animals. The student shall notify his or her teacher regarding this objection, which must be confirmed by a note from the parent. Upon such notification, the teacher may work with the pupil to develop and agree upon an alternative. Decision of the teacher shall not be arbitrary or capricious.

**Section 32289 – Uniform Complaint Procedures**

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 or Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics, and 5) unlawful imposition of pupil fees for participation in educational activities in public schools.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the District's Assistant Superintendent of Human Resources who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. A complainant may appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving the District's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the District's Assistant Superintendent of Human Resources for additional information or assistance.

**Section 35160.5 – Intradistrict Open Enrollment**

Students who reside in either the Carver or Valentine attendance zones may apply for enrollment in either school on a space available basis. If a parent or guardian selects this option, the District will not provide transportation in order for a student to attend the other school. This is subject to limitations expressed in Board Policy 5116.1. For a copy of this policy you may contact the Superintendent's Office.

**Section 35182.5 – Limitations on Contract; Public Hearing Requirements; Sale of Advertising Products**

Requires school board to hold public hearing for parents, guardians, pupils, and others to comment on contract for advertising or for sale of non-nutritious food or beverages. Board to clearly identify in the agenda contract to be discussed.

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

**Section 35183.5 – Sun Protection**

Requires school sites to allow, for outdoor use during school day, articles of sun-protective clothing including, but not limited to, hats. Authorizes sites to set policy regarding type of clothing to be allowed. Students may use sunscreen during the school day without a physician's note or prescription. Authorizes school sites to establish a policy regarding the use of sunscreen.

**Section 35186 - Supplemental Uniform Complaint Procedure (Williams)**

Requires district to establish policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff and teacher vacancy or misassignment. Content of classroom notice amended to require mention that there should be no teacher vacancies or misassignments, as defined. Further requires district to use Uniform Complaint Procedures (5 CCR §§ 4600 et seq.) to identify and resolve complaints regarding those issues. Sets forth different timelines for investigation and resolution of complaints then timelines specified under Uniform Complaint Procedures.

**Section 35256, 35258 – School Accountability Report Card, Internet Accessibility**

A copy of your school's accountability report card is available in the Principal's Office and will be provided by mail if so requested. Requires district to develop, for each school, a school accountability report card. Content of report card defined under EC §33126, amended for 2006-2007, to include revised estimated expenditures per pupil and types of services funded, e.g. personnel salaries; schools identified by governing board as having insufficient textbooks or instructional materials including percentage of pupils lacking sufficient standards-aligned textbooks or instructional materials by subject area; and career technical education data measures, as specified. Content further defined under EC §§ 32286 (school safety plan) and 52056 (Academic Performance Index). Schools encouraged to make concerted effort to notify parents of purpose of school accountability report cards, ensure that all parents receive copy of the report card, and ensure that districts with internet access make copies of report available through internet. Further requires notification to parents that copy will be provided upon request.

**Section 35291 – Standard of Discipline**

Standards of discipline are developed at each school. Copies of these standards may be obtained from the principal(s) of the schools attendance.

**Section 37254**

Requires school districts that receive intensive instruction funds under Education Code 37254 to ensure that all pupils who have not passed one or both parts of the CAHSEE by the end of grade 12 are notified in writing at the last known address before the end of each school term of the availability of intensive instruction services in sufficient time to register for or avail themselves of those services each term for two consecutive academic years. Students must also be notified in writing of their rights to file a complaint pursuant to the district's Uniform Complaint Process. This notice must be posted in each school and district office and on the internet website of the school district. Further, the notice must comply with the translation requirements of EC 48985.

**Section 44579 – Pupil Free Staff Development Days**

The District is required to notify parents at least one month in advance of any pupil free staff development days.

**Section 44807 – Duty Concerning Conduct of Pupil**

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, and during recess.

**Section 46010 – Notification of Confidential Medical Services**

This District is required to notify parents that pupils in grades 7 through 11 may obtain confidential medical services without parent consent if the Board of Education adopts such a policy. The Board of Education has not chosen to release pupils under this provision.

**Section 46010.1 – Absence for Confidential Medical Service**

A November 2004, California Attorney General Opinion concludes that a district may not adopt a policy under which the district will notify a parent when a student leaves school to obtain confidential medical services, nor may a district require a student to obtain written parental consent prior to releasing student from school to receive confidential medical services.

**Section 46014 – Absences for Religious Purposes**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

**Section 46600 – Interdistrict Transfer**

Students may apply for an interdistrict transfer permit pursuant to the provisions of 46600. The parent or legal guardian of a pupil may seek release from their home district to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

A pupil who has been determined by personnel of either the home or receiving district to have been the victim of an act of bullying, as defined in EC 48900 (r) shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

**Section 48200 – Compulsory Full-Time Education**

Each person between the ages of 6 and 18 years not exempted under the provisions of this code is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the schoolday by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the schoolday by the governing board of the school district in which the residence of either the parent or legal guardian is located. Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum schoolday established by law.

**Section 48204 – Employment – Related Interdistrict Transfer**

The District will advise parent or guardian of the availability of the employment-based school attendance options for elementary pupils pursuant to subdivision (f) of Section 48204.

**Section 48205 – Absences for Personal Reasons**

Students shall be excused from classes for court appearances, religious ceremony or holiday and/or employment conferences upon written approval of parents or guardians. These absences are counted as excused but do not generate income for the District. No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

**Section 48205 (a) – Excused Absences**

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

- 1) Due to his or her illness.
- 2) Due to quarantine under the direction of a county or city health officer.
- 3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- 4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
- 5) For the purpose of jury duty in the manner provided for by law.
- 6) Due to the illness or medical appointment, during school hours, of a child of whom the pupil is the custodial parent.
- 7) For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative, pursuant to uniform standards established by the governing board.
- 8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Election Code.
- 9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC §49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

6

**Section 48207 – Instruction for Temporarily Disabled Students**

A pupil with a temporary disability which is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day.

**Section 48208 – Parent or Guardian Notification of Temporary Disability**

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will, within five working days, determine whether the pupil will be able to receive individualized instruction pursuant to CEC Section 48206.3 and, if so, provide the instruction within five working days or less.

**Section 48209 – Interdistrict Choice**

Provides that school district may establish a program of interdistrict choice which allows students whose parent(s) or guardians(s) live outside district attendance boundaries to attend school within the district. Selection, which may be limited pursuant to Board Policy, shall be based on a random, unbiased process. This permissive statutory option is not currently available to students who reside outside district boundaries.

**Section 48216 – Proper Immunization**

The school district may exclude any pupil not properly immunized and will notify the parent or guardian that they have two weeks to supply evidence that the pupil has been properly immunized or that the pupil is exempt from the immunization requirements as specified in HSC Section 120365 and 120370.

**Section 48260, 48262 and 48263.6 – Truancy Definitions**

A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC48205. The text of EC 48205 is provided on page 3.

**Section 48350 – Open Enrollment Act**

Whenever a student is attending a school on the Open Enrollment List as identified by the Superintendent of Public Instruction, the student may seek to transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. Parents of high school athletes should check on CIF sports eligibility rules before pursuing a transfer under this option. Transportation to any other school is the responsibility of the parent. School districts are allowed to adopt specific, written standards for acceptance and rejection of applications as long as students are selected through a "random and unbiased" process. Requests for transfers are to be submitted to the District Office by January 1<sup>st</sup> of the prior school year. To apply, parents must directly contact the school district to which they seek to transfer their student. The Open Enrollment List can be found on the California Department of Education website at <http://www.cde.ca.gov/sp/eo/op/>.

**Section 48850 et seq. – Foster Pupils**

Requires district's educational liaison to ensure pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards.

**Section 48900—Grounds for Suspension and Expulsion**

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.



**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

**Section 48900—Grounds for Suspension and Expulsion**

- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) 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.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit 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. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
  - (2) "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication including, but not limited to any of the following:
    - (i) A message, text, sound, or image.

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

**Section 48900—Grounds for Suspension and Expulsion**

- (ii) A post on a social network Internet website, including but not limited to:
  - (I) Posting to or creating a burn page. “Burn page” means an Internet web site created for the purpose of having one or more of the effects listed in paragraph.(1)
  - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonable believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) 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, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

**Section 48900.1 – Attendance of Suspended Child’s Parent or Guardian for Part of School Day**

When a teacher has suspended a child from class, the teacher may require the parent or guardian to attend class with that child upon return from suspension. If the teacher does require such attendance and that poses a hardship for the parent or guardian in regard to the parent or guardian’s employment, the employer may not impose sanctions on the parent or guardian. Allow district to adopt board policy requiring parent to attend portion of school day in child’s classroom, under specified circumstances. If district chooses to adopt policy under EC § 35291, annual notification required under EC § 48980 (a).

**Section 48980.3 – Pesticides and Pesticides Products**

The District shall notify staff and parents annually of all pesticide products expected to be used at the school facility during the year. The notice shall identify the active ingredient (s) in each product and contain the internet access address on information about pesticides. Parents will be notified through individual school newsletters of upcoming pesticide applications. Requires annual notification to include information regarding pesticide products applied at schools as specified in EC § 17612 (a).

**Provisions of the Education Code 49060 through 49073** have authorized parents, in consultation with school personnel, to inspect the school records of their children. Federal legislation further emphasizes the parent’s right to review their children’s school records.

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

**Provisions of the Education Code 49060 through 49073**

The San Marino Unified School District maintains the following types of pupil records: (1) the permanent cumulative record (birth date, enrollment dates, subjects, grades, achievement test scores and teacher anecdotal comments); (2) health care; (3) a student information card; and (4) a confidential case study (developed only with parent permission). The school principal or his/her designee, and the Assistant Superintendent of Instruction, or his/her designee, are responsible for maintaining pupil records. School district officials and employees who have a legitimate education interest have access to the records. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. If, at any time, you wish to inspect the school records of your child, please contact the school principal. Copies of any pupil record may be obtained for \$0.25 per page.

If, after review, you feel that any information contained in the record is inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, you will be given an opportunity to file a written request with the superintendent of the school district for removal or correction of the objectionable information and, if necessary, a hearing will be scheduled to consider the objections. You also have a right to include, as part of the record, a statement of your objections to information in the record or to any record of disciplinary action taken by the school.

Other provisions of federal and state laws protect your rights by restricting the release of information from students' records. Only specified individuals and agencies have access to such information under the law, and such persons reviewing the record must sign a statement indicating the purpose of the review and restricting any further release of information. Other persons may be permitted to review the records with the written consent of the parent(s) or the student who is 18 years of age or older.

There are organizations working on behalf of young people who have an occasional or continuing need for "directory information" about students. Education Code Section 49061 defines what categories of directory information may be released: the student's name address, telephone number, e-mail address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, major field of study, degrees and awards received, dates of attendance and the most recent previous school attended. The San Marino Unified School District intends to provide, upon request, directory information concerning presently enrolled or former pupils to: the PTA, the San Marino Schools' Foundation, designated school photographer providing a service to the school, organizations seeking scholarship applicants, employers or prospective employers, representatives of the news media, law enforcement personnel, county probation personnel and county protective services agency staff. In addition, names and addresses of pupils enrolled in 12<sup>th</sup> grade or who have left school prior to graduation may be given to private schools or colleges and universities operating under provisions of Division 21, to military government recruiters and, state and federal elected representatives. Should any parent or adult object to the release of directory information, he/she must notify the school district of his/her written prohibition of the receipt of this notification.

A permanent record file for each student is maintained by the District. This record contains all data relative to the educational activities of students and may be reviewed by parents, students who have completed the 10<sup>th</sup> grade, or who are 16 years of age or older. Materials in these records may be challenged by the parent and copies of the records may be obtained at a cost of \$ .25 per page, not to exceed \$2.00. Each principal is responsible for maintaining the records of students in their school. A log is kept indicating any requests for student information from persons, agencies, or organizations other than those authorized in writing by parents and District personnel.

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

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**Section 49403 – Immunization for Pupils**

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

Beginning January 1, 2014, the signed waiver to exempt a pupil from meeting immunization requirements, shall include a form prescribed by the State Department of Public Health signed by 1) the health care practitioner who provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner.

State law requires the following immunizations before a child may attend school:

- a) All new students, in transitional kindergarten through grade 12, to the San Marino Unified School District must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella and varicella immunizations.
- b) All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- c) All seventh grade students must also provide proof of a second immunization for measles, mumps, rubella and a pertussis booster vaccination.

**Section 49408 – Emergency Information**

Parents are required to keep current, at the pupil's school, emergency information including the parent's home and business addresses and telephone numbers. They must also provide the name, address and telephone number of a relative or friend authorized to care for the pupil in an emergency if the parent cannot be reached. PLEASE NOTIFY THE HEALTH OFFICE IF THERE HAVE BEEN ANY CHANGES IN THE EMERGENCY INFORMATION SUCH AS TELEPHONE NUMBERS, DOCTOR'S NAME, PARENT(S) BUSINESS ADDRESS, AND PERSONS TO BE CONTACTED IN CASE OF EMERGENCY. IT IS MOST ESSENTIAL THAT THIS DATA BE CURRENT.

**Section 48414.7 – Administration of Epilepsy Medication**

If a pupil with epilepsy has been prescribed an emergency antiseizure medication by his or her health care provider, the pupil's parent or guardian may request the pupil's school to have one or more of its employees receive training in the administration of an emergency antiseizure medication in the event that the pupil suffers a seizure when a nurse is not available.

**Section 49423 – Student Medication and Administration of Prescribed Medication**

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectible epinephrine if the school district receives the appropriate documentation.

**Section 49423.1 – Inhaled Asthma Medication**

Any pupil who is required to take, during the regular school day, medication prescribed by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer inhaled asthma medication if the school district receives the appropriate documentation.

**Section 49451 – Physical Examinations**

Parents may file a written statement annually with the school principal stating that they will not consent to routine physical examinations of their child and the child will then be exempt from such examinations. When there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, however, he/she shall be excluded from school attendance.

**Section 49472 – Accident Insurance**

The District may make available accident insurance for injuries to pupils occurring during the regular school day at school, or elsewhere at a school-sponsored activity or while in transit. The cost shall be paid by the parent or guardian.

**Section 49480 – Continuing Medication**

Required parents or legal guardians of pupils needing daily medication to inform the school nurse, or other designated certificated employee, of the medication, the current dosage, and the supervising physician.

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

**Section 49520 – Family Nutrition Educational Services Act**

The District provides one nutritionally adequate meal free or at reduced price each day to needy children. Forms are available at each school office.

**Section 51101.1 – Rights of Parents and Guardians Who Lack English Fluency**

Amends parents rights to include being given any required written notification, under any applicable law, in English and the pupil's home language under EC §48985. Encourages schools with substantial number of pupils with a home language other than English to establish parent centers with staff that can communicate with the parents or guardians.

**Section 51201.5 – AIDS Education**

Parents will be notified when AIDS Education will be offered in the curriculum and advised that their student may be excused from such instruction.

**Section 51229**

Requires annual notification to include a one-page written notice to parents or guardians of students in grades 9 through 12 that includes all of the following:

1. A brief explanation of the college admission requirements.
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
3. A brief description of what career technical education is, as defined by the CDE.

**Section 51240 – Excuse from Health Instruction on Religious Beliefs**

Whenever religious training conflicts with any part of "health," family life or sex education classes students shall be excused from that part of the instruction, upon written parental request.

**Section 51512 – Electronic Listening or Recording Device**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

**Section 51870 – Internet Access**

Included with this notice is a copy of the District policy regarding access to the internet.

**Section 51938 – Sexual Health and HIV/AIDS Prevention Education, Parent or Guardian Notification**

Amends notification, when a school elects to provide comprehensive sexual health education or HIV/AIDS prevention education by outside consultants or guest speakers, to include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of parent to request a copy of EC §§ 51933, 51934 and 51938. For arrangements made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered.

**Section 58501 – Alternative Programs**

The District may provide for alternative education to maximize student self-motivation, initiative, responsibility, and the desire to learn. Alternative programs encourage teachers, parents, and students to cooperatively and continuously develop the learning process and subject matter, and encourage students to follow their own interests. Parents may request the Governing Board to establish alternative school programs.

**Section 104495 – Tobacco Free Campus**

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground, except on a public sidewalk located within 25 feet of the playground, is prohibited.

**I.D.E.A. – Special Education Programs**

Federal law requires a free, appropriate education in the least restrictive environment for all handicapped students. If there is no appropriate public school program, parents have the right to apply for Special Education tuition payments. Parents who feel their student may have special needs, not being met by the school district, may refer their student for assessment by contacting their principal.

**CALIFORNIA EDUCATION CODE**  
**PARENTAL NOTIFICATION REQUIREMENTS**

12

**Rehabilitation Act of 1973 – Pupils with Disabilities**

The District will not discriminate on the basis of sex, disability, race, color, national origin or lack of English skills. Reasonable accommodations are available for pupils with disabilities.

**Welfare and Institution Code**

Parents will be advised if and when students will be instructed in child abuse prevention programs, and further advised that their student may be excused from such instruction.

**Stolen Property**

The San Marino Unified School District is not responsible for stolen property - - especially bicycles.

**Penal Code 417.27 – Laser Pointers**

Prohibits the possession of a laser pointer by any student on any elementary or secondary school premise, unless possession is for valid instruction. Further prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog.

We appreciate your cooperation in these matters.

Loren Kleinrock  
Superintendent

## Instruction

**Student Use of Technology**

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)

(cf. 1113 - District and School Web Sites)

(cf. 4040 - Employee Use of Technology)

(cf. 5131 - Conduct) (cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.12 - Search and Seizure)

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

**Use of District Computers for Online Services/Internet Access**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure

that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

## **Legal Reference:**

### **EDUCATION CODE**

[51006](#) Computer education and resources  
[51007](#) Programs to strengthen technological skills  
[51870-51874](#) Education technology  
[60044](#) Prohibited instructional materials

### **PENAL CODE**

[313](#) Harmful matter  
[502](#) Computer crimes, remedies  
[632](#) Eavesdropping on or recording confidential communications  
[653.2](#) Electronic communication devices, threats to safety  
UNITED STATES CODE, TITLE 15  
6501-6506 Children's Online Privacy Protection Act  
UNITED STATES CODE, TITLE 20  
[6751-6777](#) Enhancing Education Through Technology Act, Title II, Part D, especially:  
[6777](#) Internet safety  
UNITED STATES CODE, TITLE 47  
254 Universal service discounts (E-rate)  
CODE OF FEDERAL REGULATIONS, TITLE 16  
[312.1-312.12](#) Children's Online Privacy Protection Act  
CODE OF FEDERAL REGULATIONS, TITLE 47  
[54.520](#) Internet safety policy and technology protection measures, E-rate discounts



**76 Management Resources:****77 CSBA PUBLICATIONS**

78 Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

**79 FEDERAL TRADE COMMISSION PUBLICATIONS**

80 How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

**81 MY SPACE.COM PUBLICATIONS**

82 The Official School Administrator's Guide to Understanding MySpace and Resolving Social  
83 Networking Issues

**84 WEB SITES**

85 CSBA: <http://www.csba.org>

86 American Library Association: <http://www.ala.org>

87 California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

88 California Department of Education: <http://www.cde.ca.gov>

89 Center for Safe and Responsible Internet Use: <http://csriu.org>

90 Federal Communications Commission: <http://www.fcc.gov>

91 Federal Trade Commission, Children's Online Privacy

92 Protection: <http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

93 U.S. Department of Education: <http://www.ed.gov>

94 Web Wise Kids: <http://www.webwisekids.org>

95 (11/05 7/07) 3/09

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97 Adopted: 02/14/12

# *San Marino Unified School District*

*"Delivering a world-class education with recognized excellence in academics, arts, and athletics!"*

ADMINISTRATIVE OFFICES  
TELEPHONE: (626) 299-7000  
FAX: (626) 299-7010



1665 WEST DRIVE  
SAN MARINO, CALIFORNIA 91108-2594

## **IMPORTANT**

## **IMPORTANT**

TO: ALL PARENTS  
FROM: LOREN KLEINROCK, SUPERINTENDENT

### **SUBJECT: EMERGENCY PROCEDURES AND DISASTER PREPAREDNESS**

This summary is being issued to inform parents of the school district's plans for handling emergencies of this type. These rules encompass only the best planning which can be provided with our own facilities. PLEASE READ THESE CAREFULLY, DISCUSS THEM WITH YOUR SON/DAUGHTER AND MAKE THE HOME PLANS WHICH YOU DEEM NECESSARY. We will make every effort to keep you informed if procedures are changed.

**Please note: Each school will have plans specific to their site.**

## **EMERGENCY PROCEDURES AND STUDENT RELEASE PLAN**

### **I. DURING SCHOOL HOURS**

- A. Regardless of whether it is an alert or actual disaster, all students will be held at school (except as stated in "B") until the school principal is notified by the Chief of Civil Defense, the Superintendent of Schools, or other proper authority to release students.
- B. EARLY RELEASE – Until notification is received to send students home. PRIMARY STUDENTS WILL BE RELEASED ONLY TO THEIR PARENTS, OR AN ADULT LISTED ON THE CHILD'S EMERGENCY CARD, FROM THE CLASSROOM BY THE TEACHER. Huntington Middle School or San Marino High School students may leave with parents or adults listed on the Emergency Card.
- C. Students remaining at school will be released to return home on foot or by their own transportation when official notice to do so is received.
- D. It is recommended that parents give careful consideration to the arrangements made for their son/daughter to be picked up by designated persons or to go to a neighbor's home in case parents are away. MAKE SURE NAMES ON EMERGENCY CARDS ARE UP-TO-DATE.
- E. More specific information will be forthcoming from your individual site principal regarding assembly areas and site emergency procedures.

### **II. BEFORE OR AFTER SCHOOL HOURS**

Keep your son/daughter at home until the Chief of Civil Defense, the Superintendent of Schools, or other proper authority gives instructions by radio, telephone or other media or communication.

### **III. GENERAL INFORMATION AND INSTRUCTION**

**In the event of an emergency or disaster, the following bell signals will be given:**

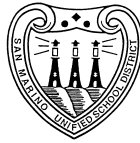
CODE RED: One long, continuous tone. Stay in rooms and lock doors.  
(chemical or hazardous material incident; lock down procedures)

CODE GREEN: A series of short ringing bells. Evacuate rooms immediately.  
(fire, bomb threat, explosion/aircraft crash/ similar incident)

**P L E A S E   S A V E**

# *San Marino Unified School District*

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TELEPHONE: (626) 299-7000  
FAX: (626) 299-7010



1665 WEST DRIVE  
SAN MARINO, CALIFORNIA 91108-2594

## **STATE OF CALIFORNIA ATTENDANCE FUNDING**

Dear Parents:

Beginning in 1998, school districts no longer receive funding from the State of California for pupils who are absent from school. This includes all absences, even those relating to illness, medical or doctors' appointments.

**In other words, schools receive State funding only for students who actually attend school.** Over the last several years, this has not been a major issue for us here in San Marino because our attendance rate at all schools is consistently high – 97 percent to 98 percent. In addition, many parents who are keenly aware that the District loses funds when their students are out have reimbursed the District for the lost ADA (Average Daily Attendance). The District loses \$50 per day when a student is not in school.

This revised manner (previously districts were reimbursed for verified absences for illness, doctors' appointments, etc.) of calculating ADA can have devastating consequences. During the 2007-08 school year, for example, many students were out due to the flu season. As a result, the District lost funding for what amounted to a total of 17 students, or translating into dollars, a loss of \$105,000 in anticipated revenues for that school year. In a small district such as ours with a \$30.2 million budget, that is a significant loss.

If you find it necessary to keep your child out of school for reasons other than an illness, we encourage you to send your child to school for at least a part of the day so that your child will not be counted absent, and also will not miss out on important school assignments. **It is crucial that local schools continue to receive the financial resources necessary to provide quality educational services and reduce program cuts. We want to avoid the unnecessary absences that reduce District resources and limit your child's opportunity to obtain good grades.**

Studies show that there is a direct correlation between good school attendance and student achievement; therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis.

Again, we encourage your continued support to promote good school attendance and student achievement.

Mr. Loren Kleinrock  
Superintendent

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1665 WEST DRIVE  
SAN MARINO, CALIFORNIA 91108-2594

RE: Student Injuries and Insurance

Dear Parent:

The District does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. The accompanying student accident/health insurance plans are offered to help you pay those bills.

Many coverage options are available. The Student Health Care and Full Time (24-Hour) Accident plans are 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, 24 hours a day. The high option plans are recommended for students participating in interscholastic sports.

If your child does have other health coverage, student insurance may also be used to help pay those eligible charges not covered by other insurance (i.e. deductibles and co-payments). Also, the student insurance plans allow you to take your child to any doctor or hospital you choose.

Please read the Student Accident & Sickness Plan brochure referenced in your child's First Day Packet. If you have any questions, please call the plan administrator, Myers-Stevens & Toohey & Co., Inc., at (800) 827-4695.

*Julie Boucher*

Assistant Superintendent, Business Services

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SAN MARINO, CALIFORNIA 91108-2594

**2013**

## ***ANNUAL NOTIFICATION OF APPLICATION OF PESTICIDES***

Dear Parent or Guardian:

The Health Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. The following is a list of expected pesticides to be applied throughout the District.

<b>Name of Pesticide</b>	<b>Active Ingredient(s)</b>	<b>Location</b>
Surflan A.S.	Oryzalin, glycol, glycerin	Used on all sports fields only
Round-Up Pro	Glyphosate, N-(phosphonomethly) glydine 41.0%	Used on all sports fields only
Certainty	Sulfosulfuron	Used on varsity baseball field only
Barricade 65WG	Prodiamine	Used on varsity baseball field only
SpeedZone Southern	Carfentrazone – Ethyl 2,4-D,2-Ethylhexyl Ester Mecoprop-P Acid, Dicamba Acid	Used on varsity baseball field only

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

If you have any questions or would like access to the Materials Safety Data Sheets (MSDS), please call Ian Corrie, Director of Maintenance & Operations, at (626) 299-7000, extension 313.

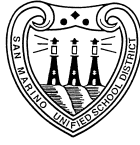
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# *San Marino Unified School District*

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*"Delivering a world-class education with recognized excellence in academics, arts, and athletics!"*

ADMINISTRATIVE OFFICES  
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SAN MARINO, CALIFORNIA 91108-2594

## **MEDIA LETTER**

Dear Parent,

Instructional programs, extra curricular activities and other events in the San Marino Unified School District are often worthy of publicizing through such means as district and school newsletters and brochures, community newspapers, television, district and/or school web sites. Students may be interviewed, photographed, or otherwise shown as part of a program or event.

The San Marino Unified School District respects the privacy of students and their families. If you prefer that your child ***not be photographed or interviewed*** for public, school or district media, it is important that you instruct your child of your wishes and ***write to the school principal*** indicating that you ***do not grant permission***. Return your letter with the First Day Packet materials as requested by your respective school site(s).

You are required to *take no action if you grant permission* for your child to participate in interviews or be photographed for public, school or district media.

Thank you.

Loren Kleinrock  
Superintendent