## 2019-2020 Instructional Calendar

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## 2019-2020 Dates and Events

- **14 August**: First day of instruction
- **2 September**: Labor Day
- **30 September to 4 October**: Fall recess
- **28 October to November**: Elementary conferencing and minimum days from November 4 to 8
- **11 November**: Veterans Day
- **27 November**: District-wide minimum day
- **28-29 November**: Thanksgiving
- **18-20 December**: Secondary final exams
- **23 December to 6 January**: New Year recess
- **20 January**: MLK, Jr. Day
- **17-21 February**: Winter recess
- **2-13 March**: Elementary conferencing and minimum days on March 12 and 13
- **13-17 April**: Spring recess
- **25 May**: Memorial Day
- **2-4 June**: Secondary final exams
- **2-4 June**: High school graduations
- **4 June**: District-wide minimum day and last day of instruction

[Adopted by the Board of Education on December 7, 2017]
PARENT FORMS

ACKNOWLEDGEMENT OF HANDBOOK & TECHNOLOGY ACCEPTABLE USE POLICY

I acknowledge receiving the 2019-2020 San José Unified Parent/Student Handbook and agreeing to abide by the Technology Acceptable Use Policy located on the back of this form and page 27 of the Handbook.

Parent/Guardian Name (Please print) Parent/Guardian Signature Date

Student Name (Please print) Student Signature Grade Level Date

MEDIA OPT OUT

Throughout the school year, San José Unified staff or members of the media and other third parties may come to our schools and events to photograph or record students for the district’s digital and print publications – including websites and social media – news articles, or similar purposes.

If you OBJECT to your child appearing in photographs, video, audio, or any other media that may be used in public communications, please sign below and return this form to your student’s school.

Parent/Guardian Name (Please print) Parent/Guardian Signature Date

Student Name (Please print) School Name Grade Level Teacher/Homeroom

RELEASE OF DIRECTORY INFORMATION

The Every Student Succeeds Act (ESSA) requires school districts to disclose directory information of high school students to military recruiters and other agencies upon request, unless parents/guardians request that information not be released without their prior written consent. The following information can be released:

- Name
- Major fields of study
- Address
- Dates of attendance
- Date and place of birth
- Diplomas and awards received
- Last educational institution attended

If the district releases the information listed above, the student’s file will contain a notation of who received the information, their purpose in requesting it, and the date it was released.

I DO NOT want the district to release directory information to the agencies I have checked below:

Prospective Employers Newspapers/Media Colleges Military Recruiters

Student Name (Please print) Grade School Parent Signature Date

PLEASE RETURN THIS SIGNED FORM TO YOUR STUDENT’S SCHOOL.
TECHNOLOGY ACCEPTABLE USE POLICY

San José Unified information technology resources – including but not limited to district-issued devices, email and Internet access, and district-supported applications – are provided to our students and staff for educational purposes only. The following policy applies whether access is through district-provided or personal devices, including mobile phones, tablets, or any other Internet-connected devices. Adherence to the policy is necessary for continued access to these resources.

Regardless of the device used to access San José Unified IT resources, students must:

Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks for which they are not authorized.
- Not distribute private information about others or themselves.

Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

Respect and protect the intellectual property of others.
- Not infringe upon copyright laws (no making illegal copies of music, games, or movies).
- Not plagiarize.

Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials directed at staff, students, or community members to a teacher immediately.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

If in accord with the policy above, students may:
- Design and post web pages and other material from school resources.
- Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
- Use the resources for any educational purpose.

Consequences for Violation
Upon discovery through monitoring software or other methods, violations of these rules will be reported to the site administrator and may result in disciplinary action, including the loss of a student's privileges to use the district's IT resources (i.e. disabling of student accounts, elimination of access to technology and technology platforms). Other disciplinary actions may be taken in accordance with California Education Code (EC) and San José Unified policy.

Supervision and Monitoring
School and network administrators and their authorized employees monitor the use of IT resources to ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.
The San José Unified Parent/Student Handbook is intended as a resource for our families, students, staff, and community. We invite parents/guardians to review the handbook with their students, sign the acknowledgement notice located at the front, and return it to their school.

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BOARD OF EDUCATION

Kimberly Meek, Trustee Area 5 – 2019 President

Teresa Castellanos, Trustee Area 1 – 2019 Vice President

José Magaña, Trustee Area 2

Carla Collins, Trustee Area 3

Brian Wheatley, Trustee Area 4

Luiza Albuquerque, Pioneer High School – Student Member

Kavya Kotha, San José High School – Alternate Student Member

The Board of Education meets on the first and third Thursday of each month at 6:00 pm unless otherwise posted. Please visit go.sjusd.org/board for a complete calendar of meetings and more information on board policies.

SUPERINTENDENT’S COUNCIL

Nancy Albarrán, Superintendent of Schools

Stephen McMahon, Deputy Superintendent

Jodi Lax, Associate Superintendent of Instruction

J. Dominic Bejarano, Assistant Superintendent of Administrative Services

Learn more:
go.sjusd.org/strategic-plan

CONNECT WITH US

855 Lenzen Ave.
San José, CA 95126

(408) 535-6000

info@sjusd.org

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OUR MISSION

Uniting as one community, we elevate opportunities for all.

OUR VISION

Preparing today’s students to be the thinkers, leaders, and creators of tomorrow.
Dear San José Unified Students and Families,

Welcome to the 2019-2020 school year! We look forward to working with you as we continue preparing today’s students to be the thinkers, leaders, and creators of tomorrow.

This Parent/Student handbook contains important information about the policies and procedures that ensure we provide our students with the opportunity to discover their own greatness in a safe learning environment. We encourage you to use this handbook as a guide and a resource throughout the school year. Your understanding of our guidelines and expectations will help all of our students thrive.

Another powerful resource, our district website (sjusd.org), provides students and parents invaluable information regarding the district, our schools, our staff and our communities. We hope you’ll visit our website throughout the year to stay informed about the ways we are making the extraordinary ordinary every day. Please visit your school’s individual website to learn about events and activities at your specific school, contact teachers or staff, and/or connect with additional resources that are site specific.

The district website is also the best place to follow progress on our new Strategic Plan, local control accountability plan (LCAP), and other policies and initiatives. We encourage you to “Like” us on Facebook and follow us on Twitter or Instagram (@SanJoseUnified). You can also download the “San José Unified” mobile app from the AppStore or GooglePlay.

As we continue to prepare today’s students to be the thinkers, leaders, and creators of tomorrow, we invite you to join in this effort by participating in your School Site Council, Parent Teacher Association (PTA), and/or other school connected organizations. You can also engage with us through various community advisory groups and our regular Board of Education meetings.

Knowing that the lessons we learn are just as important as the lessons we teach, it’s important to us that we hear from you on how we can continue to improve. Please don’t hesitate to contact us.

On behalf of the Trustees of the Board of Education and all of our employees, we wish you a wonderful school year.

Warmest regards,

Nancy Albarrán
Superintendent of Schools

Kimberly Meek
President, Board of Education
STUDENT RIGHTS & RESPONSIBILITIES

Student Rights
As individuals in a free society, students are persons under our Constitution who have basic rights and responsibilities. In order to give life to these individual rights and responsibilities, a balance must be struck between the needs of the individual and the needs of our society to provide all who come within our educational system with an environment that is safe, with schools that are conducive to learning and with the skills necessary to be competitive in our society.

The district, our schools, and principals must define the necessary procedures, rules and regulations that are consistent to implement the spirit of this statement and the overall mission of the district.

Although it is impossible in a diverse and complex society to list all rights and responsibilities, students have the responsibility to respect the rights of all persons involved in the educational process. Our ability to exercise our individual rights depends upon our ability and success in protecting the rights of others in our academic community.

Section 504: Students with Disabilities
A student eligible for services under Section 504 is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning, (b) has a medical record of such an impairment, or (c) is regarded by administrative and educational staff as having such an impairment.

Major life activities are functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. A qualified disabled student, with respect to public preschool, elementary, secondary, or adult educational services, is a disabled person of an age during which non-disabled persons are provided such services, or of any age during which it is mandatory under state law to provide such services to disabled persons.

Any student may be referred by a parent/guardian, teacher, other certificated school employee or community agency for consideration as a disabled student under Section 504. This referral should be made to the school site principal. The 504 Team will promptly consider the referral. The district will complete identification, evaluation, and educational placement process within a reasonable time frame.

Please refer to Board Policy 6164.6, revised November 21, 2013

Pregnant & Parenting Students
Schools must treat pregnancy as they treat other medical conditions. Health plans, medical benefits, and related services are to be provided to pregnant students in the same manner as services are provided to students with other temporary disabilities. For additional information about the rights of pregnant and parenting students, please contact Legal Advocates for Children Youth (LACY) at (408) 280-2424, or the U.S. Department of Education, Office of Civil Rights at (415) 556-4275.

Animals at School
Animals can be an effective teaching aid to students and can assist individuals with disabilities to access district programs and activities. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. San José Unified has developed rules and procedures to ensure that, when animals are brought to school, the health, safety, and welfare of students, staff, and the animals are protected. However, the district assumes no liability for the safety of animals voluntarily brought to school. Animals, insects, and/or reptiles of any kind are not permitted on district property and/or facilities, unless the owner, sponsor, or responsible parties have followed district policy and procedures.

Please refer to Administrative Regulations 6163.2, 6163.20, 6163.21, and 6163.22, revised June 14, 2018
STUDENT RIGHTS & RESPONSIBILITIES

Dress & Grooming
San José Unified believes that the responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

School-directed changes to a student’s attire or grooming should be the least restrictive and disruptive to the student’s school day. Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code will be gender neutral and consistent.

Except in cases where schools require uniforms, schools may not enact policies with more restrictive or less restrictive dress and grooming codes.

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

a. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
b. Hats and other head coverings are not permitted on school grounds except when worn as sun-protective clothing as prescribed by the student’s physician or as an expression of religious beliefs. (See below)
c. Clothing must cover the chest, torso, and lower extremities.
d. Clothing must cover undergarments.
e. Clothing must not be see-through.
f. Professional sports attire may not be worn except for special occasions determined by the principal.
g. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop classes, and other activities where unique hazards or specialized attire or safety gear is required.

Attire or grooming depicting or advocating violence, criminal activity, gang-related activity (including professional sports wear and/or colors identified by the Santa Clara County Sheriff or San José Police Department as gang-affiliated), use of alcohol or drugs, pornography, or hate speech are prohibited.

A change of clothing is required for physical education classes. Students will dress in shorts and tops, gym shoes, and/or sweats, as appropriate. Physical Education teachers may make judgments concerning the appropriateness of clothing with regard to student safety.

District students will be allowed to wear sun-protective clothing and hats. Sun-protective hats may be worn for outdoor use only. Students will be required to wear a hat for sun-protection that has a brim large enough to protect the face and/or back of neck and/or ears. A parent/guardian or doctor’s authorization will be required for a student to wear a sun-protective hat and that note shall include the type and extent of the coverage required.

A student who violates these standards shall be subject to appropriate disciplinary action.

Please refer to Board Policy and Administrative Regulation 5132, revised June 15, 2017

Uniforms
In order to promote a positive school climate, the principal, staff, and parents/guardians at a school may establish a reasonable policy requiring students to wear uniforms. Such a policy may be included as part of the school safety plan and must be presented to the Governing Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students. The superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Uniform Opt-Out Policy
Parents/guardians may choose to have their children exempted from the school uniform policy. Students who opt out will not be penalized academically or otherwise discriminated against. Parents should contact their student’s school to ask about their opt-out policy.
STUDENT RIGHTS & RESPONSIBILITIES

Homework
Homework can be part of every student’s daily learning. The purpose of homework is to reinforce previously taught concepts taught in the classroom. Homework is assigned to meet students’ needs appropriate to grade level, subject area, and ability. Class time shall be used for the application of learning, with emphasis on pupil-teacher interaction. Homework shall be an activity which students can do independently.

No additional work, including extra credit, shall be assigned over vacations and holidays beyond what is reasonable for a single-day assignment. Long-term projects may not be due before the Friday of the first instructional week after returning from a break. No homework may be assigned during the two weeks between instructional semesters – a.k.a. New Year Recess.

Please refer to Board Policy and Administrative Regulation 6154, revised April 25, 2019

Make-Up Work
A student has the right to make up work for an excused or warranted absence. Work must be completed within a reasonable time frame as allotted by the individual teacher. If a student is suspended, work may be made up at the teacher’s discretion.

For more information, please refer to California Education Code 48980.

Dropping Courses
A student who drops a course after the first four weeks of the semester will receive an F grade in the course, unless otherwise decided by the principal or designee. Students who sign an Advanced Placement/Honors contract must remain in the course for the entire year.

Repeating Courses
Students receiving a failing grade in a course may repeat the course for credit. Students earning a passing grade and repeating a course that is part of a sequential pattern of courses meeting graduation requirements receive credit in only one of the two courses. Both courses and grades earned are entered into the student’s transcript and are calculated into the student’s grade point average (GPA).

Grading
Grades should be based on the student’s work and mastery of course level standards, benchmarks, course objectives and content as demonstrated through assignments and assessments. A final examination or project may be required in middle and high school classes. The value (weight) of this exam or project shall not exceed 1/5 or 20% of the final grade for the semester. The student’s behavior and effort are not included in the grade.

Maintenance of Records
A log shall be maintained for each student’s record which lists all persons or organizations requesting or receiving information from that record. Requests to access the log should be directed to the school principal. A school district may permit access to student records by a specific person if the parent has filed written authorization specifying the records to be released and identifying the person to whom the records may be released. The recipient must be notified that further transmission of records is prohibited. The consent notice shall be permanently kept with the student’s record file.

Requesting Transcripts
Any current or former student may request a copy of their transcript and/or diploma by contacting the last school they attended in San José Unified or by completing a web form at sjusd.org/contact-us. The typical charge is $0.20 per page and/or $5.00 for each official transcript.

Access to Records Without Consent
School personnel with legitimate educational interests, schools of intended enrollment, specified federal and state educational administrators, and those who provide financial aid are entitled to access pupil records without parental consent. Access may also be obtained without parental consent in response to a court order.

Student grades, diplomas, and transcripts may be withheld from students and parents when a student has damaged, destroyed, or not returned loaned property of the district and restitution has not been made. The records are withheld from the student and parent but cannot be withheld from a requesting school.
STUDENT RIGHTS & RESPONSIBILITIES

California Longitudinal Pupil Achievement Data Systems (CALPADS)
Under state law, all school districts are required to transfer specific data on individual students to the California Department of Education (CDE) through California Longitudinal Pupil Achievement Data Systems (CALPADS). This data is used by the state for reporting and accountability purposes and also by school districts to obtain information about students who are transferring from another district. All data maintained by CALPADS is in compliance with federal and state privacy and confidentiality requirements. This program allows for student records to be transferred more promptly between districts.

Elementary Grade Level Adjustments
Students who have spent a full year in Kindergarten automatically promote to the next grade level unless the parents and school staff agree that another year in kindergarten is appropriate. Students in grades 1-5 may spend a second year in their grade if the school staff determines that it is appropriate. This is done through the Student Success Team (SST) process which involves parents in discussions about appropriate interventions and supports. No student may be held back solely on the basis of English language proficiency, or on the basis of a disability – as defined by State and Federal Special Education laws.

Parents/guardians will be notified no later than February 15th of a given school year that their student is being considered to remain in the same grade for the following school year. Parents/guardians will have an opportunity to consult with the teacher(s) responsible for the decision. Students will be assessed according to the following criteria: minimum levels of proficiency established by the State Board of Education and the district; grades; and other factors including attendance, physical/emotional maturity, and attitude/effort.

Social Adjustment Placements
Social Adjustment placements are voluntary placements that are the result of a request through school site administration or at the direct request of a parent/guardian. Social Adjustment placement decisions are made by the District Discipline Review Committee in accordance with district policy.

Athletic & Co-Curricular Eligibility
A 9th-grade student is eligible for athletic participation once they have been placed in a San José Unified school, provided the student has met all California Interscholastic Federation (CIF) residential and scholastic eligibility requirements. If a student transfers to a San José Unified school, the student will not be eligible for athletic participation at the new school until and unless the Athletic Director at the student’s new school submits an “Application for Residential Eligibility” to the CIF Central Coast Section office (CCS). For additional information, please contact the Athletic Director at the student’s new school. Please refer to cifstate.org for more information.

In order to maintain eligibility for co-curricular and athletic programs, students must maintain an overall grade point average (GPA) of at least a 2.0 in all course work attempted and have passing grades in at least four classes in the grading period prior to the start of their participation and at the end of each grading period during their participation. Any student who changes or alters a grade on their athletic eligibility form shall be suspended from participating in any sport for one full year from the date of the infraction. Incoming 9th-grade students are automatically eligible for the first six weeks of instruction.

Extracurricular Activities
In order to participate in extracurricular activities, students must maintain progress towards meeting the district’s high school graduation requirements. An extracurricular activity meets any of the following characteristics:

- The program is supervised or financed by the district.
- Students participating in the program represent the district.
- Students exercise some degree of freedom in the selection, planning, or control of the program.
- The program includes both preparation for and performance before an audience or spectators.
- Students are required to sign a participation contract and abide by the conditions of the contract.
### GRADUATION REQUIREMENTS / STANDARDS OF PROFICIENCY
AND CALIFORNIA PUBLIC COLLEGE ENTRANCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>San José Unified</th>
<th>CA State University (CSU)</th>
<th>University of California (UC)</th>
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<tr>
<td></td>
<td>Years</td>
<td>Credits</td>
<td>Years</td>
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<tr>
<td><strong>English</strong></td>
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<td>40</td>
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<td>U.S. History</td>
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<td>year</td>
<td>1.0</td>
</tr>
<tr>
<td>Economics</td>
<td>0.5</td>
<td>year</td>
<td>0.5</td>
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<tr>
<td>World History</td>
<td>1.0</td>
<td>year</td>
<td></td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>3</td>
<td>30</td>
<td>2</td>
</tr>
<tr>
<td>U.S. History</td>
<td>1.0</td>
<td>year</td>
<td></td>
</tr>
<tr>
<td>American Gov.</td>
<td>0.5</td>
<td>year</td>
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<tr>
<td>Economics</td>
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<tr>
<td>World History</td>
<td>1.0</td>
<td>year</td>
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</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>3</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Algebra I – 1.0 year</td>
<td>1</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>College Prep* – 2.0 year</td>
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<td>20</td>
<td></td>
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<tr>
<td><strong>Science</strong></td>
<td>3</td>
<td>30</td>
<td>2</td>
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<tr>
<td><strong>World Language</strong></td>
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<tr>
<td>(Other than English)</td>
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<td><strong>Visual-Performing Arts</strong></td>
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<tr>
<td><strong>Electives</strong></td>
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<td>1</td>
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<tr>
<td><strong>Physical Education</strong></td>
<td>2</td>
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</table>

**TOTAL CREDITS REQUIRED TO GRADUATE: 220**

*College preparatory courses are defined as any course which prepare students to take college level courses

**Required Competency Certifications**

- Safety/First Aid – Pass
- Health – Pass
- Algebra Certificate – 10 credits in Algebra I or 10 credits in Algebra II
- Community Service – 40 Hours
PARENT RIGHTS & INFORMATION

San José Unified believes that family engagement is an essential component in the educational success of students. We are committed to establishing a positive, collaborative relationship with every family. We also acknowledge that the adults in our students' families aspire to learn how to actively engage in their children's education, both at home and at school. For more information, please visit go.sjusd.org/family.

Parent Involvement Policy
The district recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so. The superintendent or designee shall regularly evaluate and report to the Governing Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

Please refer to Board Policy and Administrative Regulation 6020, revised March 1, 2018

Resolving Concerns
We are committed to addressing each issue in a timely manner and resolving incidents in the best interest of your family and San José Unified. You can follow these three (3) steps to resolve almost all issues and concerns:

1. Contact your child’s teacher. Teachers are a tremendous resource for helping students and parents.
2. If your concern has not been addressed to your satisfaction, make an appointment to meet with the principal. The principal is in a position to provide additional resources, support, and perspectives that are critical for creating a common understanding and solution. **You must meet with the principal before district staff will become involved.**
3. If you feel the resolution from the teacher and principal is not satisfactory, please refer to page 37 and follow the process for resolving concerns.

Enrollment & Family Resource Center
We are proud to offer an array of services to families in one centralized location. Our Enrollment and Family Resource Center is open Monday through Friday, from 8:00 am to 4:00 pm, at the District Office, 855 Lenzen Avenue, San José, CA 95126.

For information about enrollment, registration transfers, wait lists, and more, please visit go.sjusd.org/enroll or contact the Enrollment Center at (408) 535-6412. To see our school boundaries, visit go.sjusd.org/find.

How to Volunteer
We welcome volunteers who help our teachers and staff elevate opportunities for students. If this is your first time volunteering for San José Unified, please take the following steps to get started:

1. Complete an online application at go.sjusd.org/volunteer.
2. Get a TB test from your medical provider, the County Department of Public Health, or local pharmacy.
3. Call Human Resources at (408) 535-6139 ext. 15013 to make an appointment for fingerprinting.
4. On the day of your appointment, please bring: your TB test results (must be within 60 days of your appointment); a valid picture ID (driver’s license, passport, etc.); $10 cash or check (no credit cards).

Once the Department of Justice and FBI have cleared your fingerprints, you will receive an email confirmation letting you know that you have been approved to volunteer. If you are a returning volunteer, you need to complete an online application, but you will not need to make an appointment with Human Resources. You will receive an email confirmation once you are cleared or if more information is required.
PARENT RIGHTS & INFORMATION

Parent Teacher Associations (PTA)/Parent Teacher Student Associations (PTSA)
Many schools in San José Unified have a parent organization called the PTA. Membership is open to all parents of students at the school. Middle schools and high schools have the choice of forming a PTA or PTSA. In the PTSA, students may become members, may vote, and may hold elected office. PTA/PTSA membership supports hospitality activities, school programs, publicity, parent education, and financial transactions. It also includes membership in the National and State PTA. Please contact the principal to see if your school has an active PTA.

Council of PTAs
The San José Unified Council of PTAs provides leadership training and a forum to allow local PTAs to work together on districtwide issues. It also provides a communication link with 6th District PTA at the county level. Each PTA/PTSA in San José Unified is a member of the Council. The Council maintains a mailbox at the District Office, 855 Lenzen Avenue, San José, CA 95126 and may be reached via phone message at (408) 535-6072, email at sjuptacouncil@gmail.com, or online at sjucouncilpta.org.

School-Connected Organizations (SCOs)
Parents, guardians, or community members may wish to establish organizations for the purpose of supporting the educational and/or extracurricular programs of San José Unified and our schools. We support these activities and welcome your interest and participation. Please contact the principal for guidelines for establishing or renewing a School-Connected Organization or visit sjusd.org under Parent Resources to download a handbook.

School Site Council (SSC)
School Site Councils were established by the California Legislature to provide all stakeholders affected by school operations with a role in decisions impacting those operations. The SSC is composed of parents or community members, teachers, and the principal. In middle and high schools, students can also be members, elected by their peers. The SSC also reviews school programs to make sure they meet federal and state guidelines and reviews school data to help evaluate the effectiveness in raising student achievement. Please contact the principal for more information about your school’s SSC.

School Plan for Student Achievement (SPSA)
The SSC is responsible for recommending the proposed School Plan for Student Achievement (SPSA) for the school to the Board of Education for approval. The SPSA outlines the school’s instructional program and how it works to improve student achievement. It also ties the school’s funding/expenditures to student needs.

School English Learners Advisory Committee (SELAC)
Each school with more than 20 students classified as English Learners will have an established English Learners Advisory Committee. This may be a subcommittee of the School Site Council (SSC). Parents of English Learner students elect committee members. The SELAC is responsible for advising the principal and staff on the development of a detailed master plan for English Learners for the individual school and submitting the plan to the school site. The SELAC is also responsible for reviewing and providing feedback on the site SPSA with regard to English Learners and for assisting in the development of the school needs assessment, language census, and ways to make parents aware of the importance of regular school attendance. Please contact your school principal to learn about how to join the SELAC.

Family University
Our Office of Family Engagement provides capacity-building opportunities such as classes and workshops that build on the knowledge base and experiences that families bring with them. These learning opportunities are interactive and linked to student learning. We are pleased to offer “Family U” sessions three times each school year – fall, winter, and spring. For more information, please visit go.sjusd.org/family.

School Accountability Report Card (SARC)
Public schools in California are required to provide information to the community in the form of an annual School Accountability Report Card (SARC). SARCs provide data about a school’s student achievement, environment, resources, and demographics. Updated SARCs for the most recent school year are available in English and Spanish. For more information about your school’s SARC, contact your principal or visit the school website. Printed copies are available in your school’s front office.
PARENT RIGHTS & INFORMATION

Parent-Teacher Conferences
At the elementary level (grades TK-5) Parent/Teacher Conferences are held each fall. Spring conferences are held only when there is a need expressed by either the parent or the teacher. Topics for the conference could include information about instructional materials, homework, grading, and student progress. Parents may request additional conferences at any time if they feel it would be helpful. Interpretation services should be arranged in advance by contacting the school principal. Parents of middle or high school students may request a conference at any time by contacting the teacher.

Right to Request Teacher Qualifications
Some San José Unified schools receive Title I federal funding through the Elementary and Secondary Education Act (ESEA). These schools are required by law to notify parents of their right to know the professional qualifications of their child’s teacher(s) in core academic subjects, including the following:

1. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or Mathematics. Others will have a multiple subject credential, which allows them to teach a variety of subjects, as they do in elementary school.
2. The education level and subject areas of the teacher’s college degree(s). All teachers have a bachelor’s, and many teachers have graduate degrees, such as master’s or doctoral degrees.

If a paraprofessional (teacher’s aide) provides services to students at a Title I site, parents also have the right to request information about their qualifications. Many paraprofessionals have two years of college; others have passed a test that verifies their qualifications. If you would like to obtain this information, please contact our Human Resources Department at (408) 535-6139 ext. 15017.

Classroom Materials
San José Unified provides Board-approved instructional materials for all TK-12 students. Teachers can use the criteria for evaluating materials to request supplementary materials. This request must be approved by the site administrator, Curriculum and Instruction Department, and Board of Education. If you have a concern regarding supplemental classroom materials, the following process allows for your input:

1. The parent discusses nature of concern with the teacher.
2. If the issue remains unsolved, the parent completes a Citizen Request for Reconsideration of Instructional Materials and submits it to the principal.
3. The principal arranges an interview with the appropriate personnel and parent.

If your concern is not resolved at the site level, the principal will forward your request form to the superintendent for further action. The superintendent will appoint a committee consisting of certificated personnel and community members to review the questioned materials. The committee will make recommendations to the superintendent and the Board of Education for final resolution.

Inspection of Records
Parents, legal guardians, or adult students have a right to review their own or child’s records. Student records are available for review during regular school hours. Requests for access should be directed to the principal and must be granted within five (5) days from the date of the request. In the case of separated or divorced parents, both parents shall have equal access to school records, unless there is a current restraining order specifically preventing records access. A restraining order preventing access to the pupil does not prevent access to records.

Visiting Our Schools
San José Unified welcomes parents and members of the community to visit our schools. Classroom visits must be pre-arranged with the principal. We ask that visitors please park in designated areas when provided. All visitors must go to the school office to check in and get a visitor’s pass. For purposes of safety, state law requires schools to register all guests who enter school property. Unauthorized persons are prohibited from entering or remaining on school grounds. If court-issued restraining orders exist which limit a parent’s access to visiting their child or receiving information about their child, it is the responsibility of the custodial parent to provide the school principal with a copy of such an order. Only persons listed in a student’s record are permitted to pick up the student without specific parental permission.
PARENT RIGHTS & INFORMATION

Financial Liability
While a student is accountable for willful acts of misconduct, parents are financially responsible for damage and injury caused by their child’s misconduct. Whenever a student damages, defaces in any way, or steals any district property, the parents or guardians of that student are liable for restitution. This same liability applies when the damage or loss was not intentional and resulted from other negative or inappropriate behavior on district property. The district shall not be responsible for students’ personal belongings, which are brought on campus or to a school activity and are lost, stolen, or damaged.

San José Unified will seek restitution for any and all losses or damage to district property brought about by any student through any appropriate means including but not limited to the Cost Recovery Program. The parent or guardian of a student shall be liable to the district for all property belonging to the district loaned to the student and not returned upon demand of an employee of the district authorized to make that demand.

Insurance & Student Injury
San José Unified does not carry medical or accident insurance for individual students. Parents are responsible for emergency medical costs beyond first aid provided at the school site. Student accident insurance is available for purchase from a variety of insurance agencies. Information is available in school offices. If emergency medical or dental treatment is needed, and the parent/guardian or listed emergency contacts cannot be reached, staff will call 9-1-1. The school district is not responsible for charges incurred as a result of 9-1-1 calls or ambulance trips.

Field Trips
School-sponsored trips are important components of a student's development and fall into two categories: those related to the instructional program; and other trips for students with a school-affiliated group. Whenever possible, schools are encouraged to use buses as the mode of transportation. Student participation in instructional trips may or may not be voluntary, and no costs may be charged to any individual student. District general funds may be used to cover the costs of these trips. In addition, funds to meet the costs of these trips may be raised by donations or fundraising through approved organizations, entities, or individuals.

Participation in other trips is voluntary, and costs will be paid from sources other than district general funds. Examples of “other” trips include transporting students to be spectators at school contests or competitions and trips with clubs and/or student groups to museums, parks, and other locations after school and on weekends. Although funds may come from donations and school-connected organizations, the Board encourages the members of the participating group to obtain the funds through group endeavors. Special trip expense funds may be established when necessary for fundraising purposes.

Staff and students are encouraged to plan all trips so that no more than one day of instruction will be missed by students, and the trip is within 100-mile distance of the district. All trips involving out-of-state or overnight travel shall require the prior approval of the Board. Other trips may be approved by the superintendent or designee.

Principals will ensure that teachers develop plans to provide for the safety and security of students and their proper supervision by staff on all school-sponsored trips. Other school employees and parents/guardians may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings. Students with special needs may require additional adult support, per the student's IEP.

The ratio of adults to students on school-sponsored trips shall be at least one (1) adult per five (5) students for grades TK-2 and one (1) adult per 10 students for grades 3-12, with a minimum of two (2) adults required for continuous monitoring of students. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

Please refer to Board Policy and Administrative Regulation 6153, revised May 23, 2013

Volunteer Drivers
Anyone who volunteers to drive students to and/or from school-sponsored events must be at least 21 years of age with a valid California Driver’s License. A Volunteer Driver Application Packet must be completed each school year and submitted to the school office at least 10 days prior to the first field trip. You can download a packet at sjusd.org or pick one up from your school secretary.
PARENT RIGHTS & INFORMATION

Free & Reduced-Price Exams
San José Unified is proud to offer the PSAT to all sophomores and the SAT to all juniors at no cost during the spring semester. All students enrolled in an AP or IB class who submit a Free and Reduced-Price Meal (FRPM) application by Wednesday, September 25, 2019, are eligible to take AP or IB exams for only $5 per exam.

Statewide Assessment Exams
Each spring, schools across California participate in the California Assessment of Student Performance and Progress program, also known as CAASPP. Students may participate in the Smarter Balanced Summative Assessments for English Language Arts and Mathematics (SBAC), the California Alternate Assessments (CAA), and the California Science Tests (CAST). These assessments help school districts, the state, and the public monitor student progress under the Common Core State Standards (CCSS), which support more rigorous instruction and increased expectations for students.

It’s important to keep in mind that performance on these assessments is not the only source of information about your student’s progress in school. You should also review classroom work, grades, teacher evaluations, and other test results in order to get a more complete picture.

If you have any questions about your student’s participation in CAASPP, or would like to request that your student be exempted from one or more CAASPP assessments, please submit a written request to your student’s school specifying which assessments. (Please note that you will need to submit this request annually. Requests from previous years do not carry over.)

For more information about statewide assessments, please visit go.sjusd.org/performance.

Comprehensive Sexual Health Education
The California Healthy Youth Act requires that all school districts provide comprehensive sexual health education and disease prevention education to students at least once in middle school and once in high school, starting in 7th grade. These education programs are meant to encourage students to communicate with their parents, guardians, or other trusted adults about human sexuality. The information provided will be medically accurate, age-appropriate, and inclusive of all students.

Parents/guardians will be notified in writing before students are offered instruction in comprehensive sexual health education and when written and/or audiovisual materials used in this instruction are available for inspection. If you do not want your student to participate in this instruction, please submit a written request to your school principal.

Family Life Education
This program is designed to encourage 5th grade students to develop healthy attitudes concerning adolescent growth and development. Parents/guardians will be notified in writing before students are offered instruction in family life education and when written and/or audiovisual materials used in this instruction are available for inspection. Family life education will be taught by school district personnel. If you do not want your student to participate in this instruction, please submit a written request to your school principal.

Student Success Teams (SST)
The district serves all students with a multi-tiered system of services to support students who are struggling to access core academics. Each school in San Jose Unified has a Student Success Team (SST). A student can be referred to an SST either by their family or school staff when there are concerns regarding the student’s academics and learning. The family can initiate the process either by contacting the school in writing or speaking with school staff in person and requesting an SST for their child. The purpose of the SST process is to bring together a collection of professionals to determine the best approach to meeting a student’s individual learning needs. The goal of the SST is to provide quality intervention and support to allow the student to make progress toward grade level standards. The SST meets every six (6) weeks to review the student’s data, select or adjust interventions, and determine appropriate next steps. The family plays a critical role in the SST process, consulting with the teacher during family-teacher conferences and attending SST meetings when invited. The SST remains in contact with the family throughout the process, developing a collaboration between home and school to maximize student growth. Students may be referred to the SST process through ongoing universal assessments, teacher or parental referral. Parents should contact the school principal for more information.
SPECIAL EDUCATION

Programs & Services
San José Unified provides programs and services for students with special needs that interfere with their ability to access the grade level curriculum. Our special education services create inclusive educational climates where individuality and diversity are respected, honored, and celebrated. We strive to partner with students and parents to develop the most exciting learning environments for the academic, social, and emotional success of each student – where curriculum is universally accessible and aligned with the goals of the strategic plan.

By law, the district will actively locate, identify, and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. Consideration for a special education referral for assessment may be appropriate after research-based intervention strategies have been implemented over time. This referral is initiated by the Student Success Team (SST) but may be initiated by the parent, teacher, or outside provider.

The process at San José Unified is to determine whether or not your child is eligible for special education services and if so, what special education services are most appropriate for your child. There are five (5) basic steps in the special education process:

1. Referral for Assessment
   Referrals for assessment for special education services can come from a variety of sources. Parents or guardians may refer their child; teachers, other school personnel, and community members may also refer a child; or the Student Success Team (SST) at your student’s school may refer your child. The district is required to document that the student’s educational needs cannot be successfully met through a multi-tiered system of supports and adjustment of the general education program before they make a referral for Special Education.

2. Determination of Assessment
   San José Unified will respond to any referral for an assessment within 15 days of receiving the referral for assessment – not counting school vacations greater than five (5) days (i.e. Summer or New Year Recess). District personnel review all of the available evidence, including student grades, attendance, academic performance as measured by statewide and district-wide assessments, and other information as appropriate. If the district team assigned to the referral determines that an assessment of the student is not appropriate, the parent/guardian will receive a written notice of this decision within the 15-day time period. If the team determines that an assessment is appropriate, the parent/guardian will receive an Assessment Plan.

3. Assessment to Determine Eligibility
   An assessment involves gathering information about the student to determine whether the student has a disability and if they require specialized academic instruction as a result of the disability. Assessments may include individual testing, observation of the student at school, interviews with the parent(s), student and school personnel who work with the student, and review of school records, reports, and work samples. The student will be assessed only after a parent/guardian consents to the Assessment Plan. Eligibility for special education services is the result of following a systematic process that carefully evaluates and identifies one or more learning impairments that interfere with a student receiving educational benefit. Eligibility is determined by the IEP team using the state defined eligibility criteria.

4. Individualized Education Program (IEP)
   After the student has been assessed, an Individualized Education Program (IEP) meeting will be held. The school must provide parents/guardians with written notice of the IEP meeting within a reasonable time prior to the meeting. This notice will include: the date, time, and place of the meeting; the reason for the meeting; who will be at the meeting; and a statement of the right of participants to electronically record the meeting.

5. IEP Review
   After a student qualifies for and begins receiving special education services, the IEP will be reviewed in an IEP meeting at least once per year to determine how well it is meeting the student’s needs. The case manager and related service providers will monitor the student’s progress on an ongoing basis. In addition, every three (3) years, the student will be reassessed and their IEP and progress reviewed to determine if the student still qualifies for special education services.
SPECIAL EDUCATION

Preschool Assessment
San José Unified provides special education assessments for preschool-age children (ages 3-5) who live within the district boundaries. The assessment process is in place to help determine a student’s potential eligibility for district-provided special education services. Our Preschool Assessment Center staff will guide your family through the district assessment and Individualized Education Program (IEP) process, and, if your student qualifies for special education services, the programs and services we provide. To request an assessment, please send an email to specialed@sjusd.org.

Certificate of Completion
Students who participate in special education classes that meet the district’s course description/state standards and follow the core curriculum will have those classes count towards their graduation requirements and may receive a diploma. The IEP does not exempt special needs students from the high expectations of the district or the state standards. Students who do not meet the graduation requirements may instead receive a Certificate of Completion.

The purpose of the Certification of Completion is to recognize the educational achievement of individuals with exceptional needs when they complete high school and allow them to participate in graduation ceremonies along with their non-disabled peers. In San José Unified, the Certificate of Completion requires that a student must meet either of the following: met IEP goals and objectives; or satisfactorily attended high school, participated in an instructional program and met transition objectives.

Accommodations for Students with Disabilities on College Board Tests
Students with documented disabilities may be eligible for accommodations on College Board tests – Advanced Placement (AP), PSAT/NMSQT, and SAT. Students cannot take these exams with accommodations unless a request for has been submitted and approved by Services for Students with Disabilities (SSD). Students and parents submit one SSD Student Eligibility Form for all three College Board programs during the student’s high school career (unless the student transfers to another school), generally in the fall of the student’s sophomore year. The Student Eligibility Form is not date-specific. Schools can keep it and use it anytime, any year, until the College Board provides a revised version.

Students who may be eligible should contact their school for information on how to apply or visit collegeboard.org/students-with-disabilities/eligibility.
LANGUAGE PROGRAMS

Structured English Immersion (SEI)
Structured English Immersion (SEI) is the initial language program for all English Learners whose parents have not requested another bilingual program. All elementary schools in San José Unified have at least one SEI classroom at each grade level.

Teachers focus on English Language Development and Specially Designed Academic Instruction in English (SDAIE). They modify their instruction and employ strategies to make the core content comprehensible for English Learners, and to help them maintain grade level competency and acquire English as quickly as possible.

All teachers of English Learners address the English Language Development (ELD) Standards through daily integrated and designated ELD.

For more information, please visit go.sjusd.org/language.

Two-Way Bilingual Immersion (TWBI)
TWBI education has been part of San José Unified for more than 30 years. In our TWBI program, students develop dual language proficiency by receiving instruction in both English and Spanish in a classroom that is usually comprised of half native Spanish speakers and half native English speakers.

Two-way programs provide both sets of students with ample exposure to the two languages, one language at a time, allowing them to progress and attain academic excellence in both languages while gaining an appreciation for another culture and developing mastery of grade-level content standards. Program participants and their families are expected to make a minimum commitment of six years (K-5) to fully benefit from the TWBI model.

Parents/guardians are required to attend an orientation to TWBI before enrolling their students in the program. Orientations generally occur in January. For more information, please visit go.sjusd.org/twbi.

Academic Language Acquisition (ALA)
San José Unified’s innovative Academic Language Acquisition (ALA) program was developed to help Spanish-speaking students accelerate their English language development while also improving their native language literacy. Students participate from transitional kindergarten (TK) through 3rd grade, with increasing ratios of English language instruction year over year. Academic progress is monitored to ensure a mastery of grade-level content standards; and language development is monitored to ensure students are on track to transition into a Structured English Immersion (SEI) classroom by 4th grade.

The ALA program is currently offered at nine of our elementary schools, but any student living within district boundaries can apply. We encourage you to attend an orientation to ALA that will be provided at the Site at the start of each school year. For more information, please visit go.sjusd.org/ala.

International Academy (IA): Designed to serve students identified as English Language Learners (ELL) who have been in U.S. schools for less than three years and still developing their English language skills, San José Unified’s International Academy students are scheduled into English classes depending on his/her level of English acquisition. Students with basic skills are enrolled in English Language Development (ELD) English with supporting lab classes. Students are also offered ELD instruction in mathematics, science, and social studies with the end goal to transition into mainstream classes as they move through the English language proficiency levels. Students are deemed proficient as evidenced by scores on ELPAC (English Language Proficiency Assessments for California), WPA (Writing Performance Assessment) scores, SJUSD writing samples, and grades. International Academy students are also enrolled in electives, visual and performing arts, PE and world language regardless of language skills. Please visit go.sjusd.org/language for additional information and instructions on how to apply.

Other Assessment Requirements
In an effort to maximize instructional time and to provide improved opportunities to monitor progress across programs and language groups, the district has made adjustments in the assessment requirements at the elementary level.

For more information about language assessment requirements, please visit go.sjusd.org/language.
**LANGUAGE PROGRAMS**

**Parent Request for Additional Language Acquisition Programs**

Parents/guardians may choose a language acquisition program that best suits their student. Schools, in which the parents/guardians of 30 or more students enrolled in the school or the parents/guardians of 20 or more students in any grade level request a language acquisition program, will be required to offer such a program to the extent possible, based upon the requirements of state law.

Curriculum and Instruction (C&I) staff will monitor the requests and will instigate a feasibility assessment when the target number of written requests is received. Each written request from a parent/guardian must include:

- The date of the request;
- The names of the parent/guardian and student;
- The student's grade level on the date of the request; and
- A general description of the requested program – Academic Language Acquisition (ALA), Two-Way Bilingual Immersion (TWBI), etc. – and language.

When the requirements above are met, district staff will respond by taking the following actions:

- Within 10 school days, deliver written notification of the request for a language acquisition program to all parents/guardians of students attending the school, the school's teachers and administrators, and the District English Learner Advisory Committee (DELAC);
- Identify costs and resources necessary to implement any new language acquisition program, including but not limited to:
  - Certified teachers with the appropriate authorizations;
  - Necessary instructional materials;
  - Pertinent professional development for the proposed program; and
  - Opportunities for parent and community engagement to support the proposed program goals;
- Within 60 calendar days, conduct a feasibility study to determine if a new or expanded language acquisition program is possible at the requested school;
- Provide written notice of this determination to parents of students attending the school, and the school's teachers and administrators;
- In the case of a decision to implement a language acquisition program at the school, create and publish a reasonable timeline of actions necessary to implement the language acquisition program; and
- In the event that the district determines it is not possible to implement a language acquisition program requested by parents, provide a written explanation of the reason(s) the program cannot be provided and offer, if possible, any available alternative option that can be implemented at the school.

For more information, and to download a request form, please visit [go.sjusd.org/language](go.sjusd.org/language).

**English Language Proficiency Assessment for California (ELPAC)**

The English Language Proficiency Assessment for California, also known as the ELPAC, is California's new test to identify English learners and assess yearly progress toward proficiency in the English language. The ELPAC replaces the California English Language Development Test (CELDT) and is aligned to the 2012 California English Language Development Standards.

Beginning July 1 each year, the ELPAC initial assessment is used with all new students to public schools in California who indicate a language other than English on the Home Language Survey, which is filled out at the time of enrollment. The ELPAC tests a student's English language proficiency in four different areas: Listening, Speaking, Reading, and Writing.

Between February 1 and May 31 each year, all students in California identified as English Language Learners will take the Summative ELPAC Assessment. Students will receive scores from the ELPAC, and these scores will be used to support teachers in providing English Language Development instruction.

For more information, please visit the California Department of Education website at [cde.ca.gov/ta/tg/ep](cde.ca.gov/ta/tg/ep).
ATTENDANCE

Requirements, Truancy and Chronic Absences
SJUSD welcomes our obligation to educate our students to the best of our ability. In order to do this, it is vital that students are on campus on time and attend school regularly. Studies have shown that missing even five days of school in a year can be detrimental to learning. Because of this, State law requires that all children ages 6-18 be enrolled in full-time education. A student who misses three or more days of school or is 30 or more minutes late to school without an approved excuse will be subject to our Truancy process. Parents of students who miss five or more days of school, even if excused, will be contacted by school site personnel so that SJUSD may work in partnership with families to help our students get back to school and engaged in their own learning.

Chronic Absences: Children need to be at school every day to learn. A national study released in 2016 found that children who are chronically absent in preschool, kindergarten, and first grade are much less likely to read at grade level by the third grade. Students who cannot read at grade level by the end of third grade are four times more likely than proficient readers to drop out of high school (www2.ed.gov/datastory/chronicabsenteeism.html). A "chronic absentee" has been defined in EC Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays." Your child’s school will contact you to help get your child to school. If a student is absent for a full day due to illness for more than 10% of the school year, San José Unified requires that those absences be verified by a physician or the school nurse. When this occurs, parents/guardians will receive notice from their child’s school either by conference, letter, or meeting. From the date of that notice, all absences due to illness must be verified by a doctor’s note or the school health office. If the validity of a doctor’s note is in question, school personnel may require original documents or an exchange of information with the physician.

Absence Verification
All absences must be verified within five (5) school days. Verification of student absences will only be accepted from doctors, other medical professionals, and parents/guardians, either by note, email, phone or other electronic means. If verification has not been received within the five-day period, the absence(s) will be considered unexcused and the student will be at risk of becoming truant.

Please refer to Administrative Regulation 5113, revised June 5, 2008, and types of absences on the next page.

Closed Campus
According to San José Unified Board Policy, all school campuses are closed for all students. A student must have permission from the school office when leaving the campus and follow all school procedures regarding check-out.

Short Term Independent Studies
If a student is required to be out of the area due to emergency, business or vacation, the parent/guardian may request for the student to complete a Short Term Independent Study Contract. This contract is valid for only 5-15 days each semester, as long as arrangements have been made in advance, and are agreed upon by school administrators. The independent study option will be substantially equivalent in quality and quantity to classroom instruction. If a student meets all the requirements of the contract, the absences will be excused. State law prevents special education students from participating in independent study unless it is specified as an instructional method in their IEP. For more information, please contact the principal or a member of the school administrative team.

Work Experience & Permits
State law requires students ages 16-17, if not attending a comprehensive high school, to attend classes in an alternative/continuation high school or occupational program. If employed, these students must attend school for a minimum of four (4) hours per day. Students ages 14-17 must obtain a work permit from their school before accepting employment. Work permits are limited to part-time employment, except when circumstances warrant full-time employment. Students with work permits may be exempted from attendance in a full-time day school, provided they attend part-time classes. Students granted permits for full-time employment must be enrolled in part-time continuation classes. Please contact a school administrator for more information about work experience opportunities offered through your school.
ATTENDANCE

TYPES OF ABSENCES

Excused Absences

1. Illness – A doctor’s note may be required for extended illness
2. Quarantine – Directed by a county or city health officer
3. Medical, dental, optometry, and other medical appointments or treatment
4. Attending the funeral service of an immediate family member* – one (1) day in CA; three (3) days out of state
5. Jury duty as required by law – 18-year-old or older
6. Illness or medical appointment during school hours of a child to whom the student is the custodial parent
7. Approved participation in a school co-curricular activity in which the student represents the school or district, including athletic events, fine arts and/or vocational exhibits or performances, and academic competition.

* Immediate family is defined as: mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student’s immediate household. Please refer to CA Education Code 48205.

Unexcused Absences

1. Missing class without an excused or warranted reason, whether the absence is student or parent initiated
2. Any absence which has not been verified by the close of the school attendance office on the fifth (5th) school day of attendance following the last day of the absence
3. Absences for which advanced approval is necessary and approval was not obtained before the absence
4. A tardy to the assigned classroom/locker room over 30 minutes shall be considered to be an unexcused partial-day absence
5. Absences for trips or vacations, unless short-term independent study is arranged in advance or the principal or principal’s designee deems the absence warranted

Warranted Absences

May be excused by principal/principal’s designee with advance notice and in accordance with AR 5113

1. Court appearances either as a defendant or as a subpoenaed witness
2. Observation of a holiday or a ceremony of the student’s religion
3. Attendance at religious retreats not to exceed four (4) hours per semester
4. Participation in religious instruction/exercises (see Education Code 46014) – Student will attend a minimum school day and will be excused for this purpose on no more than four (4) school days per school month.
5. Attendance at an employment conference when requested in writing by the parent and approved in advance by the principal or principal’s designee
6. Absences while the student is in shelter care or other custodial facilities
7. Classroom or school suspensions
8. Additional days, in excess of state authorized absences, to attend funeral services of an immediate family member, at the discretion of the principal or principal’s designee
9. Attending the funeral services for someone other than immediate family – must be requested in writing by the parent/guardian and approved by the principal or principal’s designee.
10. Administrative summons or when detained by other classified or certificated personnel at the school site
11. Appointments, conferences, or interviews with attorneys, law enforcement officers, or probation officers
12. Personal or family emergency requiring the student’s absence at the discretion of the principal or principal’s designee. A decision will be made in advance of the student’s absence and requires prior consultation with the student’s teacher(s).
13. Attendance at an educational conference on the legislative/judicial process offered by a nonprofit organization
14. Service as a member of a precinct board for an election pursuant to the Elections Code
BEHAVIOR & DISCIPLINE

San José Unified believes that all students have the right to be educated in a positive learning environment free from disruptions. Students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation. Inappropriate student behavior may result in loss of promotion, end of year activities, or high school graduation privileges and/or activities at the discretion of site administrators.

Freedom of Speech
Public school students have the right to exercise freedom of speech and of the press. However, any expressions which are forms of harassment, racial slurs, obscene, libelous, or slanderous, are prohibited.

Bullying
Bullying is defined as repeated and systematic abuse and harassment of another or others. Bullying and ridiculing-type conduct includes name-calling, mimicking, isolation and/or exclusion, invasions of personal space, inappropriate touching, physical violence (hitting, kicking, pushing, shoving), gender and sex-based bullying, and extortion. San José Unified prohibits discrimination, harassment, intimidation, inappropriate behavior, and/or “bullying” of any student. This includes students singled out because of, but not limited to:

- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Ethnic group identification
- Native language or perceived lack of English language ability
- Mental or physical disability, 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 its educational programs and activities or employment practices
- Marital, parental, or family status
- Color
- Religion
- Gender expression
- Race
- Ancestry
- National origin

Behaviors Inappropriate at School and in the Community:
- Deliberately hurtful teasing, taunting, name calling, ridicule, intimidation, belittling, degradation, threats, and/or demands
- Derisive and unfriendly mockery and laughter
- Physically aggressive moves

San José Unified believes that the best way to address bullying and inappropriate behavior is through education and intervention. We also recognize that words can be used as weapons. School administrators are the best judges of when and what type of interventions will be most effective on a case-by-case basis.

For more information, please refer to California Education Code 48900.4.

Cyberbullying
Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation and/or posting electronic images of another student without explicit consent.

Cheating & Academic Integrity
A breach of academic integrity includes cheating on tests, exams, or assessments; plagiarism; deliberate deception; stealing or unauthorized use of assessment tools, answer keys, or school records, etc. A teacher’s professional judgment will determine whether cheating has occurred, in concurrence with school administration. Consequences will be assigned based on the severity and number of offense(s). Consequences may include suspension, removal of school privileges, removal from current school, and/or loss of grade or credit.
**BEHAVIOR & DISCIPLINE**

**Counseling**
Each school site can provide some type of counseling and intervention services to high-risk students and their families. Social-emotional counselors may meet with a student for the first time without parent permission. Supplemental counseling services are available at all sites through community mental health agencies. Written permission from a parent/guardian is required for a student to participate in supplementary counseling services. State law provides that parent/guardian permission may not be required for a student over the age of 12 under the following conditions: the child may present a danger or harm to him or herself or others; is the alleged victim of child abuse; or involvement of the parent/guardian would be detrimental to the child’s welfare. In these circumstances, the community agency counselor may make a report to a children’s protective agency.

**Mandatory Reporting**
State law requires courts to notify school districts when a student is found guilty of certain drug violations and/or violent crimes. Any information received from the court is confidential; unlawful dissemination of this information is a misdemeanor. The information will be transferred to the student’s subsequent schools and maintained until the student graduates from high school, is released from juvenile court jurisdiction, or reaches the age of 18, whichever occurs first. After that time, the confidential record will be destroyed. State law also requires teachers to be notified of each student who has engaged in, or been suspected to have been engaged in, any misconduct for which the student can be suspended other than for use and possession of tobacco products. The above information must be maintained in confidence and transmitted to teachers and supervisory personnel in confidence for a period of three (3) years after receiving such notification or from the time the student returns to school. San José Unified receives such official notification, and site administrators are duly notified. The district is required to notify teachers of every student who has caused or attempted to cause serious bodily injury to another person. The purpose of this regulation is to protect individuals from needless vulnerability. Teachers or other staff receiving such information must keep it in strict confidence.

**Reporting to Police**
State law requires district staff to file a report with law enforcement under the following circumstances:

1. Prior to suspending a student from school for an assault upon any person with a deadly weapon or by force likely to produce great bodily injury
2. A non-accidentally inflicted physical injury upon a minor student by another student, which requires medical attention beyond the level of school-applied first aid
3. A non-accidentally inflicted physical injury by any person upon any minor, which requires medical attention
4. Actual or suspected sexual abuse or physical abuse of any minor child
5. An attack or assault on, or the menacing of, any school employee by a student
6. A directly communicated threat by a student or any person to inflict unlawful injury upon the person or property of a school employee to keep the employee from fulfilling any official duty
7. Possession of any controlled substance, drug paraphernalia, alcoholic beverages or intoxicants
8. Acts of school misconduct in violation of court imposed conditions or probation (EC 48267)
9. Truancy of any student under court ordered mandatory attendance
10. Guns or weapons on campus (EC 48900(b))
11. In addition to the acts required by state law, the Board of Education requires reporting to the police any other school-related offenses that might be expellable

**Interviewing Students**
It is the right of the school, school officials and/or law enforcement agencies to interview a student when necessary to maintain school safety. Parents do not need to be notified prior to the interview. Prior to a custodial interrogation, and before the waiver of any Miranda rights, a youth 15 years of age or younger shall consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived.

**Student Searches**
A student’s attire, personal property, vehicle, or school property, including books, desks, school lockers, and backpacks may be searched by a principal or designee who has reasonable suspicion that a student possesses illegal items or illegally obtained items. Illegally possessed items shall be confiscated and turned over to the police. Parents do not have to be present for school officials to search a student.
SUSPENSION & EXPULSION

Each school shall follow its school discipline plan and consider suspension only when other means have not been successful or where the student’s presence would constitute a danger to persons or property or seriously disrupt the educational process.

Grounds for Suspension and/or Expulsion
Please refer to California Education Code 48900 for a complete list of offenses that constitute grounds for suspension and/or expulsion from San José Unified schools.

A student may not be suspended or expelled for any of the acts enumerated in EC 48900, unless that act is related to a school activity or takes place while attending a school under the jurisdiction of the superintendent 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 a school activity or school 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; or
4. During, or while going to or coming from, school sponsored activities.

Suspension
A student may be suspended from school for violation of district disciplinary rules. Unless a student poses a danger to the life, safety, or health of students or school personnel, a suspension will be preceded by an informal conference between the principal and student, during which the student will be informed of the reason and evidence for the suspension and have the opportunity to present a defense. At the time of suspension, a school employee will make a reasonable effort to contact the student’s parent in person or via phone or email. The parent will be given written notice of the suspension. While on suspension from school, the student may not be present on or about any school grounds at any time, nor attend any San José Unified activity at any time, no matter where such activity may be taking place. Violation may result in further disciplinary action.

Authority to Suspend

1. A teacher may suspend a student from their classroom for two days, including the day of suspension plus the following school day.
2. The principal or designee may suspend a student from class, classes or the school campus for a period not to exceed five (5) school days.
3. The superintendent or designee may extend a student’s suspension pending final decision by the Board of Education on a recommendation for expulsion.
4. A special education student being considered for expulsion may be suspended for ten (10) days pending assessment and an IEP Team meeting.
5. The Board of Education may suspend a regular education student for no more than twenty (20) days in one academic year.

On-Campus Suspension Notification
A teacher who imposes a classroom suspension will report all suspensions in writing to the appropriate school administrator and inform the parent(s)/guardian(s) of the student within 24 hours.

Teachers and administrators may directly assign any student to a site-based responsibility center. This is a one-period center to which students are sent by the teacher when the student is disruptive or refuses to follow the teacher’s directions. Parents will be notified of any assignment by phone, mail, or email. The referred student is required to follow all rules. Any disruption or defiance will result in immediate referral to an administrator for possible suspension from school.

Offenses that may result in on-campus suspension include but are not limited to: inappropriate physical education attire; missed classroom detention; disruption in class; defiance of a teacher; or generally inappropriate behavior.
SUSPENSION & EXPULSION

Parent/Guardian Notification
In the event of a classroom suspension, the teacher shall ask the parent to attend a parent-teacher conference as soon as possible. In the event of a suspension from school, a school employee shall make a reasonable effort to conference with the student’s parent/guardian in person or by phone, and a written notice will be sent.

Hearings & Transfers
When repeated interventions have failed and/or a student’s actions have created an unsafe environment for other students or staff on campus, the District Disciplinary Review Committee may recommend that a student be transferred to another comprehensive or alternative school within the district. The student will have the opportunity to oppose a transfer at an informal hearing. The informal hearing will include notice to the student and parents of the charges against the student and/or the reasons for the proposed action, an opportunity for the student and parents to rebut or respond to the charges, and review of the student’s record. The meeting may include the student, parents, site administrators, and district personnel. The Student Services Department will notify the student and parents of the district’s final decision. Disciplinary action may result in a recommendation to return to the present school, or for the student to be placed at another school or placed in an alternative program, and/or other educational intervention.

Expulsion
Expulsion is the involuntary removal of a student from comprehensive schools and programs for one to two semesters for acts of specified misconduct. Final action is taken only by vote of the Board of Education. Expulsion proceedings for a currently identified special education student require additional due process procedures. While under expulsion, a student cannot enroll in another California school district without approval of that district’s Board of Education. Certain expelled students may enroll only in Juvenile Court Schools or County Community Schools during the duration of the expulsion.

The Board of Education, upon voting to expel a student, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the student to a school, class, or program that is deemed appropriate for rehabilitation. The rehabilitation program to which the student is assigned may provide for the involvement of the student’s parent/guardian in their child’s education in ways specified in the rehabilitation program. A parent or guardian’s refusal to participate in the rehabilitation program will not be considered in the board’s determination as to whether the student has satisfactorily completed the rehabilitation program.

In the event a student is recommended for expulsion, they are entitled to a hearing and, among other things, advance written notice of their rights and responsibilities. Written notice of these due process rights shall be provided at least 10 days in advance of the date set for hearing. All decisions to expel are final but may be appealed to the County Board of Education. A statement of rights is given in writing to parents for students who have been expelled. The appeal process is detailed in EC 48919.

School-Sponsored Events
Any student who has been suspended or expelled may not attend any school-sponsored events during the period of that suspension or expulsion. This includes, but is not limited to, dances, performances, and athletic events.

Recess Restriction
Recess or Free Time restriction (i.e. detention) limits, for disciplinary purposes, the free time allotted to a student during morning or afternoon recess, at the lunch period, or any snack period. Students will not be restricted from eating lunch nor from taking care of personal health needs.

Saturday School
Middle and high schools are authorized to maintain, as resources permit, a Saturday School to which students may be assigned as a way to make up for unexcused absences, due to truancies and/or tardies, and excused absences (makeup of excused absences is strictly voluntary). A student may also be assigned Saturday School as a consequence for poor behavior as an alternative to suspension.
HEALTH & WELLNESS

Wellness Policy
Recognizing the link between student and staff wellness and learning, the San José Unified Board of Education adopted a district Wellness Policy in 2006 that is designed to build, promote, and integrate a comprehensive school health system. Please visit go.sjusd.org/health to learn more.

Student Nutrition
San José Unified believes students need adequate, nourishing food in order to grow, learn, and maintain good health. Schools and school districts play a vital role in childhood nutrition and fitness, and as part of the larger community, we have a responsibility to promote family health and provide a strong foundation for children's future health and wellbeing. Foods available at our schools will: be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease; prepared in ways which will appeal to students, retain nutritive quality and foster healthful eating habits; and served in age-appropriate quantities and at reasonable prices. Student organizations and other school-connected groups may sell nutritious food and beverage items at their functions only if such sales are conducted in compliance with district, local, state, and federal regulations.

Immunizations
State law requires that students entering school provide a written immunization record. A complete list of the required immunizations can be found at go.sjusd.org/enroll. NOTE: The law no longer allows parents/guardians to choose an exemption from immunization requirements based solely on personal beliefs. At TK/Kindergarten and 7th grade entry, all students must have records on file indicating they are current with all required immunizations. Medical exemptions are allowed. Temporary medical exemptions expire at the end of each school year and must be renewed annually. Additional information on immunization exemptions is available at www.shotsforschool.org. The Public Health Department will be provided a list of students with an exemption in the event of a disease outbreak.

Allergies
Any known student allergies to food or other items, materials, or chemicals regularly found on school campuses should be reported to the school administration and included in the student’s record.

Illness & Outbreaks
For the safety and protection of all, students should not attend school with any of the symptoms below and may be sent home if they display any of these symptoms at school:

1. Productive cough and yellow or green nasal discharge
2. Fever of 100°F or higher
3. Eyes that are red, swollen, crusting, or draining
4. Untreated, draining ears or earache
5. Diarrhea
6. Severe nausea or vomiting
7. Severe sore throat
8. Untreated head lice and/or nits (eggs) in the hair

If a student is at school with any of these symptoms, a parent/guardian will be called to pick up the student. Students who have been ill with a fever need to be fever-free, without the use of medication, for 24 hours before returning to school. Students experiencing diarrhea or severe nausea and/or vomiting, or if there is a disease outbreak at their school, must be kept at home for 48 hours after they no longer have symptoms. Under certain circumstances, parents may be asked to consult a physician and provide a written note from that physician indicating that the student may return to school.

Head Lice
When a student has been identified as having head lice/nits (eggs), the student’s parent/guardian will be contacted and the student will be sent home from school. The School Health Office will provide the parent with information regarding head lice, treatment, readmission requirements, and resources. The student may return to school the following day if nits/lice have been removed from the hair. The school office staff will examine the student’s head before reentry into the classroom. The student will be given an unexcused absence if he/she does not return to school free of nits/lice after two days from the date the student was first sent home for a lice episode.
HEALTH & WELLNESS

Health Checkups & Physical Exams
State law requires that all children have a physical examination within 18 months before entering the first grade. Please call your school Health Office for information regarding a possible free Child Health Disability Program (CHDP) exam. Waivers are available under certain conditions by written request to the school principal.

A parent or guardian may file annually with the principal of the school a statement in writing, signed by the parent or guardian stating that he/she will not consent to a physical examination of his/her child. The student will then be exempt from any physical examination, but whenever there is a good reason to believe that the student is suffering from a recognized contagious condition, the student will be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious condition does not exist (EC 49451).

Oral Health Assessment
State law requires that students have an oral health assessment (dental check-up) by a licensed dentist or other licensed or registered dental health professional by May 31 in either kindergarten or first grade, whichever is their first year in public school. Assessments completed within 12 months of a student entering school also meet this requirement. Oral health assessments are available at selected school sites through a collaboration with the Santa Clara County Dental Society. Parents/guardians may sign waivers under certain conditions.

Vision & Hearing Screenings
All students receive vision and hearing screening in grades TK, K, 2, 5, and 8, as well as color vision screening in 1st grade. Students in any grade level may be screened if: the parent, teacher, or school nurse suspect a vision or hearing problem; for special education assessments; and as needed for district health initiatives. Those who fail the initial screening may be re-tested by the school nurse. Parents will be notified and referred for further follow-up only when a problem is identified. Parents/guardians may submit a written request to the school principal for exemption from any of these health screenings.

Medication Administration
Any student who is required to take prescribed medication during the school day may be assisted by a school nurse or designated school personnel if the school receives a completed School Medication Permission Form, signed by an individual who is licensed by the State of California to prescribe medication and the student’s parent or guardian. Upon written physician authorization, written parent’s consent, and school nurse approval, a student may be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication. Medication forms can be obtained from the school Health Office. No medication, including herbal remedies or other over-the-counter drugs, will be stored or dispensed at school without written authorization from the physician and parent. All medication permits must be renewed at the beginning of the school year before school employees may assist with medication administration. Medication must be supplied by the parent in the original prescription or over-the-counter container, clearly labeled with the student’s name, medication, dosage, and directions. Parents of a student on continuing medication for a non-episodic condition must inform the school nurse or designated school personnel of the medication being taken, dosage, and name of the prescribing physician.

Air Quality
San José Unified follows best practices as outlined by the Bay Area Air Quality Management District, the federal Environmental Protection Agency, and the Santa Clara County Public Health Department with regard to protecting students and staff from poor air quality. Principals have the authority to limit all outdoor activities at their schools; and all district facilities are equipped with air filtration systems.

Lead Testing
San José Unified regularly monitors the amount of lead in the district’s drinking water and goes above and beyond state requirements to maintain safe levels. District staff test at least two water outlets at all school and office sites at least twice per year, in collaboration with professional consultants. Outlets that test above federal and state-mandated thresholds are automatically re-tested. If an outlet tests above the threshold in re-testing, our facilities team takes immediate action to close the outlet and perform an investigation. San José Unified does not use lead pipes at its schools and other sites.

Confidential Medical Services
State law requires parents be notified that pupils grades 7-12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian. (EC 46010.1, BP 5113)
HEALTH & WELLNESS

Notice Regarding the District’s Participation in the LEA Medi-Cal Billing Program

The District, in cooperation with the California Departments of Health Care Services and Education, participates in a program that allows the district to be reimbursed with federal Medicaid dollars for select health services provided to enrolled Medi-Cal students at school. The money received through this program is directly reinvested into expanding and improving health and social services for all students.

In accordance with state and federal rules and guidelines, we are notifying you that some information may be released from your student’s records to our reimbursement recovery vendor, Paradigm Healthcare Services, LLC and to the Department of Health Care Services (DHCS) for claiming purposes only (and your child’s Medi-Cal benefits may be accessed).

All information that is shared is encrypted and transmitted securely to both our vendor and to DHCS. The education records that may be shared as a result of our participation in this program include:

- Student name, date of birth, health-related evaluation, intervention, and referral information (for services received at school)
- Practitioners’ notes related to these health services and select data from child’s IEP/IFSP (if applicable)

You have the right to withdraw your consent to disclose your student’s information at any time. Please note that students will not be denied services they require to attend school, and parents will never be billed by the school district for services provided as a result of your consent, or nonconsent. Further, while Medi-Cal is reimbursing the district for select health services, your child’s Medi-Cal benefits should not be impacted in any way.
TECHNOLOGY USE

San José Unified information technology resources – including but not limited to district-issued devices, email and Internet access, and district-supported applications – are provided to our students and staff for educational purposes only. The following policy applies whether access is through district-provided or personal devices, including mobile phones, tablets, or any other Internet-connected devices. Adherence to the policy is necessary for continued access to these resources.

Regardless of the device used to access San José Unified IT resources, students must:

Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks for which they are not authorized.
- Not distribute private information about others or themselves.

Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

Respect and protect the intellectual property of others.
- Not infringe upon copyright laws (no making illegal copies of music, games, or movies).
- Not plagiarize.

Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials directed at staff, students, or community members to a teacher immediately.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

If in accord with the policy above, students may:
- Design and post web pages and other material from school resources.
- Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
- Install/download software, if also in conformity with laws and licenses, and under supervision of a teacher.
- Use the resources for any educational purpose.

Consequences for Violation
Upon discovery through monitoring software or other methods, violations of these rules will be reported to the site administrator and may result in disciplinary action, including the loss of a student's privileges to use the district's IT resources (i.e. disabling of accounts, elimination of access to technology and technology platforms). Other disciplinary actions may be taken in accordance with California Education Code (EC) and San José Unified policy.

Supervision and Monitoring
School and network administrators and their authorized employees monitor the use of IT resources to ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.
SAFETY & SECURITY

San José Unified is a place of learning. It is also a community of students, families, faculty, staff, and volunteers. As such, the district is committed to fostering an environment that promotes the dignity, equality, and safety of all. Every student has the right to be educated in schools that are safe, respectful, and welcoming environments. As such, San José Unified will not tolerate violent, criminal, or dangerous behavior in its school communities. All members of the San José Unified community have the right to expect that the district will proactively seek to prevent violence, abuse, and harassment.

Before & After School
For the safety of students, parents are not to drop students off at school more than 30 minutes before the start of school, unless a student is involved in a regular school activity or community program. Similarly, parents and guardians are to arrange to have students picked up immediately after school, unless a student is involved in a regular school activity or community program or is staying at the request of school personnel. The school will contact the parent when the school wishes to have the student remain after school. If a student rides a San José Unified bus to and from school, it is also the responsibility of the parent/guardian to make arrangements to meet the child at the designated bus drop off location at the designated time. (See Transportation on page 30.) It is unsafe for students to be left at school during unsupervised times, and it is unreasonable to expect school personnel to supervise students outside of school hours. Parents/guardians who routinely fail to meet this responsibility will be notified by the school; may be contacted by the Student Services Department; and in the case of repeated occurrences, reported to the appropriate community agency. Additionally, you may be cited for trespassing or loitering. In case of emergency, all children should be encouraged to go directly to the school office at any time before or after school.

Emergency Procedures
If the superintendent declares an emergency during school hours, all students and staff will be required to “shelter in place”. Students will be released only when it is considered safe. If the parent or legal guardian whose name appears on district records cannot be contacted, students may be released to an authorized adult or another school or safe site under the supervision of district personnel until the parent/guardian is contacted.

School Safety Plans
Each San José Unified school has a Site Emergency Plan. This plan is: standardized to promote coordinated efforts within the district; practical for adapting to the unique features of each site; flexible to meet the needs of any disaster; and concise for purposes of assigning and training personnel and students. Each principal and site manager is responsible for using the model site plan with an appointed Emergency Preparedness Committee chosen at each site to develop plans and procedures that can be effectively used in a sudden emergency. Site Emergency Plans are reviewed and revised annually, and appropriate drills and training are provided to help all persons become familiar with their responsibilities. Emergency preparedness also includes close cooperation and planning with police, fire, civic emergency agencies, and school/parent groups. Please contact the principal to review your school’s Site Emergency Plan.

Police on Campus
San José Unified employs School Resource Officers (SROs) on our campuses for the purposes of: maintaining a safe and secure environment for students, staff, and community members; preserving life and property in a manner which promotes community; developing positive relationships with students; and supporting district staff in the securing and transporting of prohibited confiscated items that are illegal to have on campus under state law. SROs are generally San José Police Officers on secondary employment.

Police/Peace officers have the right to question students whom they feel may be suspects or witnesses to a criminal matter. Prior to a custodial interrogation, and before the waiver of any Miranda rights, a youth 15 years of age or younger shall consult with legal counsel in person, by telephone, or by video conference. The consultation may not be waived. School officials have no guaranteed right to be present for an interview with a student and should not insist on that unless it is agreed upon by those participating. Under circumstances where a student is a victim of certain emotionally sensitive crimes, the student can request a school administrator, CWA (Child Welfare and Attendance) Counselor, the school nurse, and/or the school counselor be present for emotional support during the interview. The school is required to notify the parent/guardian if a student is released to an officer except when the child is placed into custody as a victim of child abuse or neglect.
SAFETY & SECURITY

Fingerprinting & Background Checks
All volunteers at San José Unified schools and other sites are required to clear a fingerprint and background check by the Department of Justice and Federal Bureau of Investigation (FBI) and have tuberculosis test results submitted to the district. If you have questions regarding this process, please contact Human Resources.

Sex Offender Registration (Megan’s Law)
State law mandates that law enforcement take the responsibility to notify the public concerning serious and high-risk sex offender registrants. Parent/guardian or staff concerns regarding the location of sex offender registrants should be addressed to the San José Police Department.

- For questions, please call the SJPD Sexual Assault Unit at (408) 277-4102.
- To view Department of Justice information on sex offenders at the San José Police Department, please visit them at 201 West Mission Street, San José, CA, 95110.
- The district’s liaison with the San José Police Department is Sal Lopez, San José Unified Chief of Police, who can be reached at (408) 535-6080 or slopez@sjusd.org.
- The district’s Director of Student Services coordinates the release of information from the San José Police Department to district personnel and school sites.

Community Access to Schools
Our school grounds are open for community use during daylight hours when school is not in session. Permits are issued for group use. Please visit go.sjusd.org/rent for more information. The following are prohibited: alcoholic beverages, golf practice, illegal drugs, model airplanes, unauthorized vehicles, archery, skateboards, smoking, firearms, skating, rockets, animals, climbing on roof or covered walkways, parking in unauthorized areas, and more. All Board of Education policies, Education and Penal Code, and California Vehicle Code are enforced.

Afterschool Programs
San José Unified does not offer afterschool programs during the school year or in the summer. Afterschool programs on our campuses are provided by private companies and community organizations that pay fees to use our facilities. The district has no oversight over the policies and procedures of these third-party providers, nor do we solicit their business. If parents/guardians have questions or concerns related to the afterschool programs provided on any San José Unified campus, those concerns should be addressed with the program operators.

Please note that the fees charged by the district for facility use are based entirely on a formula developed and monitored by the State of California. The district does not seek to profit from facility use as we are a public entity and function as a nonprofit.

Use of Bicycles, Scooters, Skateboards, etc.
Students who ride bicycles, scooters, skateboards, or other alternative personal modes of transportation to and from school must wear helmets, observe all applicable safety laws and rules, and display courtesy toward other riders and pedestrians at all times. Students not wearing their helmets are subject to citation and other disciplinary action by the school. Once on campus, all bicycles and scooters must be parked in site-designated areas only. Students may contact school administration to request special accommodations.

Motor Vehicles on Campus
Board policy authorizes school administrators to establish all necessary regulations pertaining to the operation of all vehicles on their campus, including issuance of traffic citations. All high schools will provide specific rules concerning use of cars on their campuses. Vehicle operators must obey regular traffic laws as well as posted regulations or verbal directions given by school personnel whenever driving on or about school premises. Non-licensed drivers run the risk of having their cars impounded.

Want to receive notifications about emergencies at school? There’s an app for that.
The San José Unified mobile app is live in the App Store and Google Play. Search for “San Jose Unified” and download the district app to receive important notifications from your child’s school.
TRANSPORTATION

Eligibility
San José Unified offers fee-based school bus transportation to students who are eligible. Students must live inside SJUSD boundaries to be eligible; transportation is not provided outside the district. Transitional Kindergarten through Fifth grade students attending most elementary schools who live more than 1.5 miles from their school of attendance will be eligible for school bus transportation. Transportation to Bachrodt is only provided to eligible students who live inside its attendance boundary. Sixth through Twelfth grade students attending most middle and high schools who live more than 3.5 miles from their school of attendance will be eligible for school bus transportation. These students will be provided school bus or VTA service as designated by the district. Kindergarten through Fifth grade students attending Magnet Programs at Hacienda, Hammer or River Glen Schools who qualify as Socio-Economic Status (SES) students under the Voluntary Integration Program (VIP) and who live more than 1.5 miles from their school will be eligible for school bus transportation.

Application
Families can apply for transportation by completing an application. This application must be completed on an annual basis and must be approved before the student can receive transportation services. Once the application has been processed and approved, the student will be assigned a bus pass and can use the service. Families may also be required to pay a fee to receive transportation services. Service will be provided by school bus, VTA, or other means of transportation at the district's discretion. Applications will not be approved for families with unpaid fees from the previous year. You can download an application at go.sjusd.org/transportation or visit our Enrollment Center at 855 Lenzen Avenue, San José, CA 95126.

Afternoon Pick-Up
Parents should be ready to meet their students at least five minutes before the published afternoon arrival time. Kindergartners are expected to be met at the bus stop in the afternoon by a parent or guardian. Other students may also be required by a parent or guardian to be met at the bus stop per arrangement with the bus driver. If a parent or guardian is not at the bus stop at the published stop time and the student is unwilling to depart the bus, or the student is not self-release (see below), or the parent has completed a form to hold the student on the bus unless the student is met, the student will be brought to a holding school (see below).

Self-Release
With the exception of kindergartners and certain students with special needs, all students are considered to be self-release and able to walk home by themselves. Self-release students will be released by the bus driver at the published arrival time, regardless of whether a parent or guardian is at the stop to meet the child, unless a form requesting the student be held on the bus has been completed annually and signed by a Transportation Administrator. Students with special needs with a self-release on file are expected to use transitional or community/corner stops which have been defined in an IEP meeting with a representative from Transportation present.

Holding Schools
Kindergartners, certain students with special needs, and those who have a “Hold On The Bus” form on file who are not met at the bus stop may be taken to a holding school that is convenient for the bus route. Families are responsible for picking their student up at the holding school; transportation will not be provided back to the student's stop. Families whose student has been taken to a holding school more than once or has not been picked up in a reasonable amount of time, may be referred to the authorities.

Changes to Routes
From time to time, the Transportation Department will make changes to bus routes. Students will be notified of these changes via a ParentLink message, telephone call from the driver, and/or a paper notification provided by the bus driver. Families are asked to maintain current telephone numbers and addresses with the Enrollment Center to ensure they receive timely notification of route changes and other important transportation information.

Changes to Stops
A student is required to board and disembark every day from the bus at the bus stop that was assigned to them by the Transportation Department and is printed on their bus pass or the driver’s roster. If a student wants to board at a different stop on a certain day, the parent must call the Transportation Department at (408) 535-6185 for authorization. To disembark at a different stop on a certain day, the student must provide the bus driver with a note from their parent/guardian, signed by the principal or designee of their school.
TRANSPORTATION

Student Conduct
In order to protect their riding privileges, students must abide by these Board-approved rules while on the vehicle:

1. Riders shall follow the instructions and directions of the driver at all times.
2. Riders should arrive at the stop on time and stand in a safe place to wait quietly for the vehicle.
3. Riders shall enter the vehicle in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the vehicle is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the vehicle stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body should be put out of the window. Nothing should be thrown from the vehicle.
8. Riders shall help keep the vehicle and the area around the stop clean. Riders shall not damage or deface the vehicle or tamper with bus equipment and shall be responsible for the costs of any necessary repairs or replacement.
9. No animals shall be allowed on the vehicle without express permission from the principal or designee.
10. Riders should be alert for traffic when leaving the vehicle.
11. All passengers in a school bus or van shall use the passenger restraint system, if so equipped.

Additional Rules of Conduct on Valley Transit Authority (VTA)
- Any passenger failing to produce the correct ticket or fare may be refused entry or removed.
- Any person refusing to leave a coach or train at the request of the coach operator may be physically removed by the operator, a police officer, VTA services officer, or other authorized VTA representative.

Safety & Monitoring
Students riding in a vehicle equipped with seat belts are required to wear them at all times. Most vehicles are also equipped with video and audio surveillance systems. For safety and monitoring, vehicles are equipped with GPS tracking systems. Logs from these systems allow us to check where a vehicle was at any point in time on the route.

Emergency Guidelines
In the event of a severe emergency (such as a major earthquake), the following general guidelines will be implemented. Parents should talk with students about what to do in an emergency when they are at home.

If the student is not on the vehicle at the time of the emergency, and near home, not at school:
- He/she should proceed directly home.
- If it is not safe at home, proceed to the nearest school and ask for help from the school office.

If the student is on the vehicle at the time of the emergency going to school:
- The bus will attempt to reach your student's school.
- If the vehicle cannot reach the student's school, the vehicle will proceed to another school site or designated shelter. Administration will sign for students on the driver's roster and take them into their care. A parent should go to their nearest SJUSD school and work with the administration to locate their child.

If the student is on the vehicle at the time of the emergency going home:
- The vehicle will attempt to reach your student's stop.
- If the student is on self-release, they will sign themselves out on a roster.
- If a parent/guardian or other responsible person meets the student at the stop, they will need to provide identification to the driver and sign the student out on the roster.
- If the vehicle cannot reach the student's stop, the vehicle will proceed to a school site or designated shelter. Administration will sign for the students on the driver's roster and take them into their care. A parent should go to their nearest SJUSD school and work with administration to locate their child.

Additional information and policies can be found in the "Information for Parents Receiving Special Education Transportation Services" booklet provided by the driver or found at go.sjusd.org/transportation.
POLICIES & REGULATIONS

San José Unified is governed by policies and regulations established by our Board of Education, the California Education Code, and Federal Law. Some of these policies can be found here. To review complete policies and regulations, please visit gamutonline.net and enter the username “public” and password “sanjose”.

Notice of Non-Discrimination
San José Unified School District prohibits discrimination, harassment, intimidation or bullying on the basis of age, sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, marital, parental or family status, color, mental or physical disability, 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 its educational programs and activities or employment practices as required by Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 or the Rehabilitation Act of 1973, and the Vocational Education Act of 1976. The lack of English language skills will not be a barrier to admission and participation in the district’s programs. The Board shall promote programs which ensure that any discriminatory practices are eliminated in all district activities. Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall report the incident to the Coordinator or principal, whether or not the victim files a complaint. When a school employee witnesses an act of discrimination, harassment, intimidation, or bullying, he or she should take immediate steps to intervene when it is safe to do so. Students, parents, employees, or others who wish further information about these regulations, or who wish to file a complaint, should contact the following persons:

For Title IX, discrimination or equity complaints involving students:
Director of Student Services/Student Title IX Coordinator, Dane Caldwell-Holden, (408) 535-6080 ext. 13212, dcaldwellholden@sjusd.org, 855 Lenzen Avenue, San José, CA 95126

For Title IX, discrimination or equity complaints involving staff:
Assistant Superintendent, Administrative Services, J. Dominic Bejarano, (408) 535-6139 ext. 15015, jbejarano@sjusd.org, 855 Lenzen Avenue, San José, CA 95126

For Section 504 Compliance complaints involving students:
SJUSD 504 Coordinator, Lori Le Blanc, (408) 535-6000 ext. 13229, lleblanc@sjusd.org, 855 Lenzen Avenue, San José, CA 95126

For facilities or other ADA complaints:
Director of Facilities and Construction, Steve Adamo, (408) 535-6000 ext. 19411, sadamo@sjusd.org, 855 Lenzen Avenue, San José, CA 95126

Please refer to Board Policy 0410, revised December 13, 2018

Title IX: Gender Equity
Title IX of the Education Amendments of 1972 is a federal law prohibiting gender discrimination in any school receiving federal funds. The text of the law states: 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 educational program or activity receiving federal financial assistance.

Please refer to Board Policies 6145 and 6145.2, revised January 14, 2014

Transgender Policy
As stated above, the Board prohibits discrimination on the basis of gender, gender identity and gender expression. Gender is defined as a person’s actual sex or perceived sex and includes a person’s perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person’s sex at birth. Gender expression is defined as a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth.

Please refer to Board Policy 5145.3, revised March 15, 2018
POLICIES & REGULATIONS

Sexual Harassment Policy
The Governing Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, and other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex (Education Code 212.5; 5 CCR 4916):

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures or computer-generated images of a sexual nature
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Massaging, grabbing, fondling, stroking, or brushing the body
- Touching an individual's body or clothes in a sexual way
- Purposefully cornering or blocking normal movements or any physical interference with school activities when directed at an individual on the basis of sex
- Displaying sexually suggestive objects
- Sexual assault, sexual battery, or sexual coercion

And/or under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting a student.
- The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
- Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.

Any student who feels that he/she is being or has been subjected to sexual harassment on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal.

Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal, whether or not the victim makes a complaint. If the alleged harasser is the principal, the employee may report the complaint or his/her observation of the incident to the superintendent or designee who shall investigate the complaint.

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

Please refer to Board Policy 4119.11, revised January 14, 2014, and BP 5145.7, revised January 29, 2015
UNIFORM COMPLAINT PROCEDURES

San José Unified is responsible for ensuring compliance with applicable state and federal laws and regulations and has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful student fees.

Complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Career Technical and Technical Education and Training Programs
- Migrant Education
- Consolidated Categorical Aid Programs
- Child Nutrition Programs
- Child Care and Developmental Programs
- Special Education Programs
- Safety Planning Requirements
- Local Control Funding Formula (LCFF)

Filing a Complaint
Any individual, public agency or organization may file a written complaint of alleged noncompliance with federal or state laws or regulations governing educational programs by the district. A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Mediation
Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination, harassment, intimidation, or bullying, complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If mediation does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Investigations & Reports
Complaints will be investigated and a written decision or report will be sent to the complainant within thirty (30) days from the receipt of the complaint. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with all state and local laws. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular meeting or at a special meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within sixty (60) days from the receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.
UNIFORM COMPLAINT PROCEDURES

Appeals
The complainant has a right to appeal San José Unified complaint decisions to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving San José Unified’s decision. The appeal must include a copy of the complaint filed with San José Unified and a copy of the district’s decision. When appealing to the California Department of Education, the complainant must specify the basis for the appealing of the district's decision and whether the facts are incorrect and/or the law has been misapplied.

Fee Complaints
A student enrolled in a public school shall not be required to pay a fee for participation in an educational activity. A fee includes, but is not limited to, all of the following:

- A fee charged 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.
- A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a student is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Williams Complaints
The following will be posted in all classrooms:

- There should be sufficient textbooks and instructional materials for students. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and take home to complete required homework assignments.
- School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures it is clean, safe and functional as determined by the California Office of Public School Construction.
- A certificated teacher is assigned to teach each class at the beginning of the semester. A teacher must possess the appropriate credential to teach English learners if there are more than 20% English learner students in the class.

A complaint form regarding any of the above matters may be obtained at the principal's office or district office. Complete the complaint form and submit it to the school where the identified concern exists. The completed form will be copied by the principal or designee and sent to the Director of Student Services.

Civil Rights Complaints
School district programs and activities are to be free from discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability.

If such discrimination occurs, parents have the right to submit a written complaint subject to civil law remedies. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint in accordance with state law.

*Please refer to Board Policy 1312.3, revised March 15, 2018*
RESOURCES: CONTACTING SAN JOSE UNIFIED

At San Jose Unified, we are committed to providing you and your student a quality education; remaining steadfast in our mission to help every child succeed. Reaching this goal often involves working hand in hand with parents/guardians. Any parents/guardians who may have questions about their child’s progress or need help with understanding procedures that are in place by the school district, are invited to reach out to staff members at any time. Should a conflict arise, please follow the graph on the following page to help maneuver the proper steps to take in resolving any concerns.

If you need additional resources after meeting with your teacher and school administrator, please use the information provided below to contact the District Office based on the subject of your concern.

Spanish-speaking staff is available in each of our offices.

<table>
<thead>
<tr>
<th>Department</th>
<th>Person to Contact*</th>
<th>Phone</th>
</tr>
</thead>
</table>
| **Curriculum and Instruction: TK-5**           | Rachel Powell  
Director of Curriculum, Instruction, & English Learner Services  
(Grades PreK-5)                                                                 | 408-535-6000 ext. 14219  
rpowell@sjusd.org |
| • Curriculum                                    |                                                                                   |                                 |
| • Grades                                        |                                                                                   |                                 |
| • Homework                                      |                                                                                   |                                 |
| **Curriculum and Instruction: 6-12**           | Deepa Mukherjee  
Director of Curriculum, Instruction, & English Learner Services/Alternative Education (Grades 6-12) | 408-535-6000 ext. 14116  
dmukherjee@sjusd.org |
| • Curriculum                                    |                                                                                   |                                 |
| • Grades                                        |                                                                                   |                                 |
| • Homework                                      |                                                                                   |                                 |
| **Facilities and Grounds**                     | Steve Adamo  
Director of Facilities, Operations, Maintenance, Grounds & Construction       | 408-535-6000 ext. 19401  
sadamo@sjusd.org |
| • Building Maintenance/ Security               |                                                                                   |                                 |
| • Construction/Modernization                   |                                                                                   |                                 |
| • Landscaping/Fields                           |                                                                                   |                                 |
| **District Parent Liaison**                    | Verónica Lara  
Manager of Family Engagement                                                      | 408-535-6000 ext. 14324  
vclara@sjusd.org |
| • Parent education                             |                                                                                   |                                 |
| • Programs                                      |                                                                                   |                                 |
| **Enrollment**                                 | Jill Case  
Director of Student Operations                                                     | 408-535-6000 ext. 14601  
jcase@sjusd.org |
| • Student placement                            |                                                                                   |                                 |
| • School choice                                |                                                                                   |                                 |
| **Public Information**                         | Lili Smith  
Public Information Officer                                                         | 408-535-6444  
pio@sjusd.org |
| • Media Requests                               |                                                                                   |                                 |
| • Public Records                               |                                                                                   |                                 |
| **Student Nutrition Services**                 | Manager  
Student Nutrition Services                                                      | 408-535-6000 ext. 19616  
SNS@sjusd.org |
| • Payment                                      |                                                                                   |                                 |
| • Nutrition                                    |                                                                                   |                                 |
| **Safety**                                     | Jennifer Thomas  
Manager, Risk Management and Benefits                                               | 408-535 – 6000 ext. 19723  
jthomas@sjusd.org |
| • Safety situations                            |                                                                                   |                                 |
| • Equipment                                    |                                                                                   |                                 |
| **Special Education**                          | Seth Reddy  
Director, Special Education                                                       | 408-535-6000 ext.14401  
sreddy@sjusd.org |
| • Special education services                   |                                                                                   |                                 |
| • Placement                                    |                                                                                   |                                 |
| **Student Services**                           | Dane Caldwell-Holden  
Director of Student Services                                                          | 408-535-6000 ext. 13227  
dcaldwellholden@sjusd.org |
| • Discipline                                   |                                                                                   |                                 |
| • School Safety                                |                                                                                   |                                 |
| • Health                                       |                                                                                   |                                 |
| • Guidance                                     |                                                                                   |                                 |
| **Transportation**                             | Corrin Reynolds  
Manager of Transportation                                                        | 408-535-6185  
creynolds@sjusd.org |
| • Bus drivers                                  |                                                                                   |                                 |
| • Regular & Special Education routes           |                                                                                   |                                 |

For media inquiries, public records requests, and other information, please contact the Public Information Office at (408) 535-6444 or pio@sjusd.org.
RESOURCES: RESOLVING CONFLICTS

Resolving a conflict with a resolution that meets the needs of both parties can be challenging. It takes communication, active listening, a review of options and a solution that both parties find acceptable. While we hope you never have a need for conflict resolution, we know even with the best of intentions, problems might arise. Please follow the steps below when looking for ways to resolve potential concerns.

**STEP 1: Contact your child’s teacher.**

Maintaining open communication with your student’s teacher is paramount. If a concern arises, please meet with your child’s teacher to discuss further. The teacher is a tremendous resource for helping students and parents answer questions about a variety of topics including academic growth and development. Having a discussion as soon as an issue arises can help keep things from escalating and often solve the issue or concern immediately.

**STEP 2: Contact the site principal.**

You’ve met with your student’s teacher and feel the issue or concern has not been fully resolved. The next step is to contact the school site principal. As the school leader, the principal is responsible for providing guidance and leadership to students and staff, cultivating leadership and a welcoming environment for learning. They are there to help and will welcome your insights and observations.

**STEP 3: Contact District Office.**

Sometimes a concern might fall outside of the jurisdiction of a classroom teacher or site administrator and would be better addressed by one of the different departments within the district. Should your concern fall within this category, please contact one of the departments listed on page 36 that best fits your area of concern.

**STEP 4: Contact the Office of the Superintendent.**

It is very rare when an issue needs to be directly addressed by the Office of the Superintendent, but when it does, please rest assured that the Superintendent’s Office is ready and available. Tasked with implementing the vision set forth by the San José Unified School Board of Education, the superintendent is the top executive in the school district, overseeing SJUSD’s various district departments and network of 41 schools. **Office of the Superintendent: 408-535-6090**
RESOURCES: ADVISORY COMMITTEES & GROUPS

San José Unified’s advisory committees and groups offer opportunities for parents, teachers, students, and community members to make a significant impact on the district and our schools. We value input from all of our stakeholders on key issues and initiatives, and we encourage you to get involved. Learn more about these opportunities below or by visiting go.sjusd.org/groups, and let us know if you’re interested in participating.

All committee agendas, minutes, and documents are subject to public records requests. Meetings are open to the public and generally held on Monday evenings at 6:00pm at the District Office at 855 Lenzen Avenue, San José, CA 95126. Please check sjusd.org/calendar for updated dates, times, and locations.

Budget Advisory Committee (BAC)
The BAC advises the superintendent regarding budget development for each fiscal year. The superintendent weighs the advice of the committee along with the priorities of the district Strategic Plan in preparing a final budget for recommendation to the Board of Education. For more information, please visit go.sjusd.org/bac.

Community Advisory Committee for Special Education (CAC-SE)
The purpose of the CAC-SE is to advise and work collaboratively with the Special Education Local Plan Area (SELPA) on special education priorities, parent education, the importance of regular school attendance and supporting community involvement in the parent advisory committee as mandated by California Education Code. The responsibilities of the CAC-SE shall include advising the SELPA regarding the development, amendment, and review of the local plan. For more information please check the SELPA www.sccoe.org/depts/selpa or call 408-535-6030.

District English Learners Advisory Committee (DELAC)
The DELAC meets regularly to advise the district on goals and objectives, and to assist in updating the district-wide plan for English Learners’ education and give input on San José Unified’s Local Control Accountability Plan (LCAP). Each school has an English Learners Advisory Committee (SELAC), which elects one of its members to serve on the DELAC. For more information in English or Spanish, please call (408) 535-6000 ext. 14219.

Intradistrict Leadership Committee (ILC)
The ILC is a group comprised of student body officers from our six traditional high schools (Gunderson, Leland, Lincoln, Pioneer, San José, and Willow Glen). These student leaders come together to share information, collaborate on events and initiatives, and offer input to their schools and the district on a variety of student-related issues. High school students should contact their ASB representatives for more information.

Measure H Citizens’ Bond Oversight Committee (CBOC)
The CBOC was created to review and report on the proper use of taxpayers’ money for school construction from the 2012 Measure H bond program, and to promptly alert the public to any waste or improper expenditure related to that program. For more information and to review committee reports, please visit go.sjusd.org/measurehcboc.

Measure Y Parcel Tax Oversight Committee (PTOC)
The PTOC will typically meet 2-4 times per year to review the district’s use of revenue from the 2016 Measure Y Parcel Tax and ensure that the intent of the voters who approved the measure is being met. For more information, please visit go.sjusd.org/measurey.

Voluntary Integration Plan Committee (VIP)
Made up of district staff, principals, teachers, and parents from all areas of the district, the VIP Committee advises the board regarding implementation of the district’s Voluntary Integration Plan and provides input on the LCAP. The committee meets regularly to provide input about integration activities and whether adjustments to district policies, programs, or services should be made. For more information, please call (408) 535-6602 or visit go.sjusd.org/vipc.

Curious about your student’s education? There’s an app for that. The San José Unified mobile app is live in the App Store and Google Play. Search for “San Jose Unified” and download the district app to receive important notifications, check your student’s meal plan, and more.

Please refer to Board Policy and Administrative Regulation 6020, revised March 1, 2018.
RESOURCES: SCHOOLS DIRECTORY

Our Enrollment Center is open Monday through Friday, from 8:00 am to 4:00 pm, at the District Office, 855 Lenzen Avenue, San José, CA 95126. For information about enrollment, registration, transfers, and more, please visit go.sjusd.org/enroll or contact us at (408) 535-6412. To see our school boundaries, visit go.sjusd.org/find.

<table>
<thead>
<tr>
<th>PHONE</th>
<th>ELEMENTARY SCHOOLS</th>
<th>STREET ADDRESS/ZIP</th>
<th>PRINCIPAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(408) 535-6205</td>
<td>Allen at Steinbeck</td>
<td>820 Steinbeck Drive/95123</td>
<td>Janice Samuels</td>
</tr>
<tr>
<td>(408) 535-6207</td>
<td>Almaden</td>
<td>1295 Dentwood Drive/95118</td>
<td>Lisa Montes</td>
</tr>
<tr>
<td>(408) 535-6209</td>
<td>Anne Darling</td>
<td>333 N. 33rd Street/95133</td>
<td>Samantha Araiza</td>
</tr>
<tr>
<td>(408) 535-6211</td>
<td>Bachrodt</td>
<td>102 Sonora Avenue/95110</td>
<td>Rigoberto Palacios</td>
</tr>
<tr>
<td>(408) 535-6213</td>
<td>Booksin</td>
<td>1590 Dry Creek Road/95125</td>
<td>Lori Gustafson</td>
</tr>
<tr>
<td>(408) 535-6391</td>
<td>Canoas</td>
<td>880 Wren Drive/95125</td>
<td>Barbara Keesaw</td>
</tr>
<tr>
<td>(408) 535-6287</td>
<td>Carson</td>
<td>4245 Meg Drive/95136</td>
<td>Anna Chitwood</td>
</tr>
<tr>
<td>(408) 535-6223</td>
<td>Empire Gardens</td>
<td>1060 E. Empire Street/95112</td>
<td>Jennifer Elenes</td>
</tr>
<tr>
<td>(408) 535-6671</td>
<td>Galarza</td>
<td>1610 Bird Avenue/95125</td>
<td>Angela Guzman</td>
</tr>
<tr>
<td>(408) 535-6225</td>
<td>Gardner</td>
<td>502 Illinois Avenue/95125</td>
<td>Margaret Petkiewicz</td>
</tr>
<tr>
<td>(408) 535-6227</td>
<td>Grant</td>
<td>470 E. Jackson Street/95112</td>
<td>Paulette Zades</td>
</tr>
<tr>
<td>(408) 535-6317</td>
<td>Graystone</td>
<td>6982 Shearwater Drive/95120</td>
<td>Amy Shumway</td>
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<tr>
<td>(408) 535-6259</td>
<td>Hacienda</td>
<td>1290 Kimberly Drive/95118</td>
<td>Todd Weber</td>
</tr>
<tr>
<td>(408) 535-6671</td>
<td>Hammer Montessori</td>
<td>1610 Bird Avenue/95125</td>
<td>Carmen Loy</td>
</tr>
<tr>
<td>(408) 535-6237</td>
<td>Horace Mann</td>
<td>55 N. 7th Street/95112</td>
<td>Claudia Corpus</td>
</tr>
<tr>
<td>(408) 535-6297</td>
<td>Los Alamitos</td>
<td>6130 Silberman Drive/95120</td>
<td>Thomas Rousseau</td>
</tr>
<tr>
<td>(408) 535-6243</td>
<td>Lowell</td>
<td>625 S. 7th Street/95112</td>
<td>Ramón Sánchez</td>
</tr>
<tr>
<td>(408) 535-6245</td>
<td>Olinger</td>
<td>890 E. William Street/95116</td>
<td>Jesus Radillo</td>
</tr>
<tr>
<td>(408) 535-6247</td>
<td>Reed</td>
<td>1524 Jacob Avenue/95118</td>
<td>Nathan Ramezane</td>
</tr>
<tr>
<td>(408) 535-6240</td>
<td>River Glen K-8</td>
<td>1088 Broadway Avenue/95125</td>
<td>Tracy Young</td>
</tr>
<tr>
<td>(408) 535-6253</td>
<td>Schallenberger</td>
<td>1280 Koch Lane/95125</td>
<td>Ryan Chamberlin</td>
</tr>
<tr>
<td>(408) 535-6251</td>
<td>Simonds</td>
<td>6515 Grapevine Way/95120</td>
<td>Danielle Metz</td>
</tr>
<tr>
<td>(408) 535-6255</td>
<td>Terrell</td>
<td>3925 Pearl Avenue/95136</td>
<td>Michelle Reghito</td>
</tr>
<tr>
<td>(408) 535-6257</td>
<td>Trace</td>
<td>651 Dana Avenue/95126</td>
<td>Maria Rodriguez</td>
</tr>
<tr>
<td>(408) 535-6261</td>
<td>Washington</td>
<td>100 Oak Street/95110</td>
<td>Maricela Alcala-Franco</td>
</tr>
<tr>
<td>(408) 535-6196</td>
<td>Williams</td>
<td>1150 Rajkovich Way/95120</td>
<td>Devin Blizzard</td>
</tr>
<tr>
<td>(408) 535-6265</td>
<td>Willow Glen Elementary</td>
<td>1425 Lincoln Avenue/95125</td>
<td>Kelli Knapp-Rahn</td>
</tr>
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<tbody>
<tr>
<td>(408) 535-6270</td>
<td>Bret Harte</td>
<td>7050 Bret Harte Drive/95120</td>
<td>Alanna Callaway-Wilson</td>
</tr>
<tr>
<td>(408) 535-6385</td>
<td>Castillero</td>
<td>6384 Leyland Park Drive/95120</td>
<td>Darbi O’Connell</td>
</tr>
<tr>
<td>(408) 535-6274</td>
<td>Hoover</td>
<td>1635 Park Avenue/95126</td>
<td>Stephanie Palmeri Farias</td>
</tr>
<tr>
<td>(408) 535-6281</td>
<td>John Muir</td>
<td>1260 Brannham Lane/95118</td>
<td>Jeannette Harding</td>
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<tr>
<td>(408) 535-6267</td>
<td>Muwekma Ohlone</td>
<td>850 N. 2nd Street/95112</td>
<td>Christina Castro</td>
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<td>(408) 535-6240</td>
<td>River Glen K-8</td>
<td>1088 Broadway Avenue/95125</td>
<td>Tracy Young</td>
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<tr>
<td>(408) 535-6277</td>
<td>Willow Glen Middle</td>
<td>2105 Cottle Avenue/95125</td>
<td>Paul Slayton</td>
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<td>(408) 535-6285</td>
<td>Broadway</td>
<td>4825 Speak Lane/95118</td>
<td>Giovanni Bui</td>
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<td>(408) 535-6340</td>
<td>Gunderson</td>
<td>622 Gaundabert Lane/95136</td>
<td>Kevin Wan</td>
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<td>(408) 535-6290</td>
<td>Leland</td>
<td>6677 Camden Avenue/95120</td>
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<td>(408) 535-6539</td>
<td>Liberty/Learning Options</td>
<td>4849 Pearl Avenue/95136</td>
<td>Cecilia Molina</td>
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<td>(408) 535-6300</td>
<td>Lincoln</td>
<td>555 Dana Avenue/95126</td>
<td>Matthew Hewitson</td>
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<td>(408) 535-6310</td>
<td>Pioneer</td>
<td>1290 Blossom Hill Road/95118</td>
<td>Herbert Espiritu</td>
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<td>(408) 535-6320</td>
<td>San José High</td>
<td>275 N. 24th Street/95116</td>
<td>Sarah Field</td>
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<tr>
<td>(408) 535-6330</td>
<td>Willow Glen High</td>
<td>2001 Cottle Avenue/95125</td>
<td>Tina VanLaarhoven</td>
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CHEMICALS, HERBICIDES & PESTICIDES

According to San José Unified policy, the least toxic pest management practices are the preferred method of managing pests. In order to reduce children’s exposure to toxic pesticides, the district takes the necessary steps pursuant to state law to adopt the least toxic pest management practices at all sites. The district’s Integrated Pest Management (IPM) Program begins with education, habitat management, alteration of maintenance activities, physical, geological, and then chemical controls. Regular monitoring may involve visual observation, use of tracking powders, baiting and trapping; in any case, this method will be used continuously and regularly.

When using chemical control for pest management, the district will use a licensed pest control company to administer pesticides. A notice will be posted 72 hours before treatment is administered, except in cases where an emergency application may be necessary. At preschool and kindergarten sites, the notice will be posted 96 hours prior to treatment. Parents/guardians may request prior notification of individual pesticide applications at your school. If you would like to be notified every time we apply a pesticide/herbicide or if you have any questions, please contact our Operations Department at (408) 535-6166. Once we have your request on file, we will mail or email you notifications prior to pesticide application use.

A list of pesticides/herbicides that may be used to treat the interior or exterior of the building, fence lines, and dirt areas for ants, cockroaches, rodents, geese, termites and weeds is provided below for your information.

### Exempted “Generally regarded as safe” (GRAS) products. No pre-notice or posting required

<table>
<thead>
<tr>
<th>TRADE NAME</th>
<th>ACTIVE INGREDIENT</th>
<th>EPA REG. #</th>
<th>MANUFACTURER</th>
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<tbody>
<tr>
<td>Essentia IC3 Liquid</td>
<td>Natural Plant Oils: Rosemary, Wintergreen, Peppermint, Vanillin</td>
<td>EXEMPT</td>
<td>Zoecon</td>
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<tr>
<td>Essentria All Purpose</td>
<td>Natural Plant Oils: Rosemary, Peppermint, Vanillin</td>
<td>EXEMPT</td>
<td>Zoecon</td>
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<tr>
<td>Essentria Exempt Granules</td>
<td>Natural Plant Oils and Cedar Oil</td>
<td>EXEMPT</td>
<td>Zoecon</td>
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<tr>
<td>Proverde</td>
<td>Geraniol Cinnamon Oil</td>
<td>EXEMPT</td>
<td>Evance Technologies</td>
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<tr>
<td>Weed Rot</td>
<td>Organic Citric Oil and Sodium Lauryl Sulfate</td>
<td>EXEMPT</td>
<td>Sierra Natural Science, Inc.</td>
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<td>Weed Zap</td>
<td>Clove Oil and Cinnamon Oil</td>
<td>EXEMPT</td>
<td>JH Biotech, Inc.</td>
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### Non-Exempted “Healthy Schools Act” compliance required. Certain issues require these products for proper control.

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<tr>
<td>Advion Ant Bait Gel</td>
<td>Indoxacarb 0.05%</td>
<td>352-746-AA</td>
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<td>Advance Ant Bait</td>
<td>Abamectin B1</td>
<td>499-370</td>
<td>Whitmire Micro-Gen</td>
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<td>Alpine WSG</td>
<td>N-methy-N</td>
<td>499-561</td>
<td>Whitmire Micro-Gen</td>
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<td>Alpine Flea &amp; Bed Bug</td>
<td>Dinotefuran: N-Methyl</td>
<td>499-540</td>
<td>Whitmire Micro-Gen</td>
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<td>Avert Roach Bait</td>
<td>Abamectin B1</td>
<td>499-322</td>
<td>Whitmire Micro-Gen</td>
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<tr>
<td>Avert Roach Bait</td>
<td>Abamectin B1</td>
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<td>Borid Dust</td>
<td>Boric acid</td>
<td>44313-4-AA</td>
<td>US Borax</td>
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<tr>
<td>Contrac All-Weather Blox</td>
<td>Bromadiolone 0.005%</td>
<td>12455-79</td>
<td>Bell Labs</td>
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<tr>
<td>Eco EPX</td>
<td>Thyme Oil, Rosemary Oil, Pyrethrin 0.5% Botanical</td>
<td>67425-25</td>
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<td>Harmonix</td>
<td>Pyrethrin 0.5% Botanical</td>
<td>432-1526</td>
<td>Bayer</td>
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<td>Maxforce FC Roach Gel</td>
<td>Fipronil 0.01%</td>
<td>432-1259</td>
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<td>Maxforce FC Ant Bait Gel</td>
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<td>Phantom</td>
<td>Chlorfenapyr</td>
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<td>Prosecutor Pro</td>
<td>Glyphosphate</td>
<td>424-536-10404</td>
<td>Lesco/John Deere</td>
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<tr>
<td>PT565+ aerosol</td>
<td>Pyrethrins+Allethrin</td>
<td>499-310</td>
<td>Whitmire Micro-Gen</td>
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<tr>
<td>Suspend SC insect.</td>
<td>Deltamethrin 0.02%</td>
<td>432-763-ZB</td>
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<td>Termidor SC</td>
<td>Fipronil 9.1%</td>
<td>7969-210</td>
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<td>Tengard SFR</td>
<td>Permethrin 36.8%</td>
<td>70506-6</td>
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<td>Acetamiprid+Bifenthrin</td>
<td>8033-96-279</td>
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