

**SEQUOIA UNION HIGH SCHOOL DISTRICT**  
**CARLMONT • MENLO-ATHERTON • REDWOOD • SEQUOIA • WOODSIDE • ADULT SCHOOL**

**PARENT NOTIFICATION AND  
INFORMATION HANDBOOK**

*Superintendent's Message*

**Board of Trustees**

Don Gibson  
Gordon Lewin  
Olivia Martinez  
Lorraine Rumley  
Sally Stewart

**Superintendent**

Patrick Gemma

August 2008

Dear Parent:

The California Education Code provides for notification of the options available to you regarding your right to exclude your student from certain designated activities that your student's high school may offer during the 2008-09 school year. Education Code Sections 48980 through 48984 require school districts to give parents this notification at the beginning of every year. Excerpts from the Education Code are attached to this publication.

The law requires that you return a signed confirmation of receipt of this notification to your student's high school principal. **Please do not return the confirmation of notification to the 480 James Avenue address. Refer to the last page for the address of each of the District's high schools.** Your signature on the "CONFIRMATION OF NOTIFICATION" is only an acknowledgement of your receipt of this information. It does not signify your consent to any of the activities mentioned nor does it signify that you withhold your consent.

If you have any questions, you are encouraged to call your student's high school principal.

Sincerely,

*Patrick Gemma*  
Superintendent

**La traducción en español de esta carta pueda adquirirla en la escuela. Alguna información en esta carta esta en español, para el proceso de quejas.**

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**CONFIRMATION OF NOTIFICATION**

*Please return this confirmation to your student's school*

**STUDENT NAME** \_\_\_\_\_ **SCHOOL** \_\_\_\_\_

I have been informed of my options under the Provisions of Education Code Sections 48980 through 48984.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date Signed

EXCERPTS  
FROM  
**CALIFORNIA EDUCATION CODE**  
AND  
**CALIFORNIA HEALTH AND SAFETY CODE**

**ALTERNATIVE SCHOOLS**

School districts are authorized to provide for alternative school programs. Alternative schools are designed to offer students instructional options. Redwood High School and Middle College are examples.

An important part of an alternative school program is the cooperative development of the learning plan for the individual student by the student, his or her parents, teachers, and other concerned persons. Another key part is the provision that states that the Superintendent of Public Instruction may, upon application of a school district, waive any provisions of the *Code* other than those relating to earthquake safety and the provisions of Senate Bill 445.

**Education Code Section 58501: NOTICE OF ALTERNATIVE SCHOOLS:** California state law authorizes all school districts to provide for alternative schools. Education Code Section 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to do the following:

- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event that any parent, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

**EXCEPTIONAL CHILDREN  
SPECIAL EDUCATION**

**Public Law 101-476: INDIVIDUALS WITH DISABILITIES AND EDUCATION ACT:** Public Law 101-476 protects the parents' or legal guardians' right to be involved in the educational decisions concerning their disabled child. The goals of Public Law 101-476 are:

1. Provide a free and appropriate public education to all children with disabilities, which includes special education and related services to meet their unique educational needs. [ECS 56030 & 56040]
2. Provide disabled children with an education in the least restrictive environment on the basis of individual needs.
3. Guarantee to each disabled child an unbiased, valid assessment in a mode of communication normally used by the child.

California statutes present a plan for implementing special education services for individuals with exceptional needs. The primary goal of the plan is to provide a free and appropriate education to those individuals in the least restrictive environment. The plan:

1. guarantees that every individual with exceptional needs receives appropriate educational services.
2. requires school districts to offer necessary special education services or to contract for them if they cannot be provided.
3. requires a thorough assessment of each child's special needs and regularly scheduled reviews to ensure that the services provided are appropriate.
4. provides for the involvement of parents as partners in the assessment, placement, and evaluation of their children.
5. requires that before special education services begin, a written Individualized Education Program (IEP) must be developed. Parents/guardians are encouraged to participate in the development of the program and must give written approval to the program.

Due process is a right guaranteed by the U.S. Constitution and federal and state laws and regulations. In regard to special education, due process ensures that both school agencies and parents have the right to request a hearing to resolve disagreements relative to the appropriateness of the special education programs and services offered or being provided to a child. Information on the due process procedure is available in this school district from the Department of Special Education. [CAC 5, 3080-81]

## FAMILY LIFE

**Education Code Section 51550 & 51553: SEX EDUCATION COURSES:** If classes in "Sex Education," "Family Life," or similar titles where reproductive organs and their functions and processes are described, illustrated, or discussed are offered, opportunity shall be provided to each parent or guardian to request in writing that his/her son or daughter not attend. Such a request will be valid for the school year but may be withdrawn at any time. Written or audio-visual materials to be used in such classes shall be available for inspection by the parent or guardian at reasonable times and places prior to the holding of the course.

**Education Code Section 51240: EXCUSE FROM INSTRUCTION DUE TO RELIGIOUS BELIEFS:** Upon receipt of a written request from a parent or guardian, a student shall be excused from any part of "health," "family life education," and "sex education" when such instruction conflicts with the religious training, beliefs, and/or personal moral convictions of the parent or guardian.

## HEALTH

**Education Code Sections 48216 & 49403 and various sections of the Health and Safety Code: COOPERATION IN CONTROL OF COMMUNICABLE DISEASE-IMMUNIZATION:** To prevent or control communicable disease, all students shall meet State requirements for immunization or face exclusion from attendance in the Sequoia Union High School District until all requirements have been met. Students new to the Sequoia district must present evidence of immunization before being given a schedule of classes. A waiver of this requirement may be made for medical or personal reasons upon receipt of an appropriate written statement(s).

**Education Code Section 49423: ADMINISTRATION OF PRESCRIBED MEDICATION:** If a student is required during the regular school day to take medication prescribed for him/her by a physician, he/she may be assisted by the district nurse or other designated school personnel if the district receives (1) a written note from the student's doctor detailing the method, amount, and the time schedules for such medication, and (2) a written note from the parent or guardian indicating his/her desire that the school district assist the student as set forth by the physician in his/ her statement. The process by which pupils may self-administer auto-injectable epinephrine at school is available from the school site.

**Education Code Section 49423.1: INHALED ASTHMA MEDICATION:** Students who need to take inhaled asthma medication at school need to contact the school site for the process

**Education Code Section 49480: CONTINUING MEDICATION REGIMEN:** The parents of a public school student on a continuing medication regimen for a nonepisodic condition must inform the district nurse (or other designated certificated personnel) of the medication being taken, the dosage, and the name of the student's physician. WITH THE CONSENT OF THE PARENT OR LEGAL GUARDIAN, the district nurse may communicate with the physician and with school personnel regarding the possible effects of the drug on the student as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

**Education Code Section 49451: PHYSICAL EXAMINATIONS:** A student may be exempt from physical examination whenever parents or guardians file a written statement with the school principal stating that they will not consent to routine physical examination of their son/daughter. Whenever there is good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student will be excluded from school attendance until school authorities are satisfied that no contagious or infectious disease exists.

**Education Code Section 49452, 49452.5, 49454: SIGHT AND HEARING TEST:** Vision and hearing screening must be conducted periodically by school districts. Although districts are not required to notify parents prior to such testing, parents may annually request the school principal in writing that their son/daughter be exempted from this testing.

**Education Code Section 49472: MEDICAL AND HOSPITAL SERVICES INSURANCE:** Parents are advised that insurance for medical and hospital services needed for student injuries while involved in student-related activities is available. Forms can be obtained from the administrative vice principal's office at each school site.

**Education Code Section 46010.1: RELEASING STUDENTS FOR CONFIDENTIAL MEDICAL SERVICES:** Each academic year school districts must notify all students in grades 7 through 12 and their parents that school authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent.

**Education Code Sections 48206.3, 48207, 48208, 48980(b): STUDENTS WITH TEMPORARY DISABILITY:** A student with a temporary disability that makes attending regular or alternative education program classes impossible or inadvisable shall receive individualized instruction in the form of home teaching. As used here, *temporary disability* means a physical, mental, or emotional disability that the student incurred while enrolled and after which he/she can reasonably be expected to return to former classes without any special intervention. This section does not cover students with exceptional needs pursuant to Education Code 56026.

A student with a temporary disability who is in a hospital or other residential health facility (other than a state hospital) located outside of the school district in which the student's parent or guardian resides shall be considered to be a resident of the school district in which the hospital is located. The student's parent or guardian shall have the primary responsibility of notifying the school district in which the hospital is located of their desire to have individualized instruction provided during the student's period of hospitalization. Upon receipt of the this notification, that school district shall, within five (5) working days of receipt of the notification, determine whether the student will be able to receive individualized instruction. Once determined, instruction shall begin no later than five (5) working days thereafter.

**Education Code Section 51260 and 48980: DRUG EDUCATION:** Requires annual parental notification in advance of instruction on drug education and the effects of the use of tobacco, alcohol, narcotics, dangerous drugs (as defined in Section 11032 of the Health and Safety Code), and other dangerous substances. In the Sequoia Union High School District this instruction is primarily offered in the tenth grade.

## HEALTH (Continued)

**DRUG FREE SCHOOLS AND COMMUNITY ACT:** In accordance with the regulations of this federally funded program, information regarding substance abuse counseling, treatment programs, and other services is available through the health aide, psychologist, or guidance office at each school site. District policy prohibits student possession, use, and/or sale of drugs or alcohol on school grounds and at school activities. Sanctions for violation of the policy include suspension or expulsion and a report to the police.

**TOBACCO FREE SCHOOL DISTRICT:** In the interest of the health and safety of students, employees and the general public, the Sequoia District Board of Trustees has banned the use of all tobacco products on all school campuses and at the district office. The policy applies to all students, staff, parents, and community members and the prohibition is applied to all school sponsored events held on and off campus. Information on tobacco cessation programs is available through the health clerk/aide at each school site.

**HEALTHY KIDS SURVEY:** As a requirement for continued funding of drug/alcohol and tobacco programs, Sequoia district will be participating in the statewide Healthy Kids survey. This is a very important survey that will help the district promote better health among our community's youth and combat problems such as drug abuse and violence. The Department of Alcohol and Drug Programs, Office of the Attorney General and the Department of Health Services have approved the survey. The survey will be given to 9<sup>th</sup> and 11<sup>th</sup> grade students whose classes have been randomly selected to participate. Once the classes to be surveyed have been determined, parents/guardians of students in the selected classes will receive a permission slip, which must be signed and returned to the school before the student may take the survey.

**Education Code Section 48980(a), 51201.5, 51555, 51930, 51938, 51934, and 51554: SEXUAL HEALTH 7 HIV/AIDS PREVENTION:** The district will instruct students in the prevention of AIDS. The purpose of this instruction is to prevent the spread of this disease. Parents/Guardians have the right to request that their students not receive the instruction. Further, no pupil shall receive instruction on sexually transmitted disease, AIDS, human sexuality or family life in an assembly setting by a teacher employed by the district or instruction in any setting by an outside agency or guest speaker unless the pupil's parents have been properly notified as specified. Parents/Guardians have the right to request a copy of Education Codes 51201.5 and 51552, related to AIDS prevention instruction. Parents/Guardians also have the right to inspect all instructional materials related to HIV/AIDS instruction, and shall be provided opportunities for inspection of materials before they are presented to students.

## PRIVACY RIGHTS/DIRECTORY INFORMATION

**Education Code Sections 49063, 49069, 49073, 49075, and 49076: NOTIFICATION OF PRIVACY RIGHTS OF STUDENTS AND PARENTS:** The Family Educational Rights and Privacy Act (FERPA) and state laws grant certain rights of privacy and rights of access to records to students and their parents. Full access to all identifiable written records of students maintained by the school district must be granted within 45 days to

1. parents or legal guardians of students 17 years of age and younger.
2. parents or legal guardians of students 18 years of age and older if they qualify as dependents for income tax purposes.
3. students 16 years of age or older or who have completed the tenth grade.

Parents, or an eligible student, may review individual records by a request to the principal, who will see that explanations and interpretations are provided if requested. The records will be provided within 5 business days upon written request. Information which is alleged to be inaccurate or inappropriate may be requested of the principal to be amended. Parents, or an eligible student, may receive a copy, at a reasonable cost per page, of any information in the records.

When a student moves to a new district, records will be forwarded upon receipt of a request from the new school district. Parents have a right to review, challenge, and/or receive a copy of the transferred record. The Sequoia Union High School District also makes student "directory information" available in accordance with state and federal laws.

The principal or authorized district office administrator may release the following directory information unless a parent or guardian has notified the school district that such directory information is not to be disseminated:

1. **TO PTA'S AND OTHER PARENT GROUPS:** Names and addresses of students and their parents
2. **TO NEWS MEDIA:** Names of graduates and award winners; names, weights, and heights of athletic team members; names of participants in officially recognized school activities
3. **TO PRIVATE OR PUBLIC SCHOOLS AND/OR COLLEGES:** Upon request only, names and addresses of twelfth-grade students who have terminated enrollment prior to graduation, provided the information is to be used only for academic and professional purposes
4. **TO NON-PROFIT ORGANIZATIONS PROVIDING SCHOLARSHIPS TO STUDENTS:** Names and addresses of senior students
5. **TO AUTHORIZED LOCAL GOVERNMENT AGENCIES,** such as police departments and the San Mateo County Regional Occupation Program: Names and addresses of students
6. **To Military Recruiters** as described under the No Child Left Behind legislation.

Specific directory information may be denied to any of the above public or private non-profit organizations if, in the opinion of the principal or authorized district office administrator, the release of such information is contrary to the best interest of the student.

Upon receipt of a written request from the parent of a student 17 years of age or younger, the Sequoia District will withhold directory information about the student. If the student is 18 years of age or older or is enrolled in an institution of post-secondary education and makes a written request to his/her high school to deny qualified agencies access to directory information, the student's request will be honored.

**PRIVACY RIGHTS/DIRECTORY INFORMATION (cont.)**

**WRITTEN REQUESTS TO WITHHOLD OR RELEASE CERTAIN DIRECTORY INFORMATION MUST BE SUBMITTED TO THE SEQUOIA UNION HIGH SCHOOL DISTRICT'S TECHNOLOGY AND INFORMATION SERVICES DEPARTMENT WITHIN THIRTY (30) CALENDAR DAYS OF THE RECEIPT OF THIS NOTIFICATION.**

District policies and procedures relating to types of records, kinds of information retained, names of persons responsible for records, directory information, access by other persons, review, and to the challenge of records are available through the principal in each high school. Parents have the right to file a complaint with the U. S. Department of Health, Education, and Welfare concerning an alleged failure by the school district to comply with the law regarding student records.

## **TITLE IX/TITLE VI/REHABILITATION ACT**

**Education Code Section 221.5 and Education Amendments of 1972, Title IX, Rehabilitation Act of 1973, and Title VI Civil Rights Act of 1964: DISCRIMINATION:** Title IX of the Education Amendments of 1972 states that "No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance . . ." In accordance with this law, the Sequoia Union High School District has developed a policy of nondiscrimination on the basis of sex which applies to all students insofar as participation in programs and activities is concerned.

In addition, the Sequoia Union High School District does not discriminate on the basis of race, color, national origin, handicap, sexual orientation, ancestry, gender, ethnic group identification, mental or physical disability, or lack of English language skills. A lack of English language skills will not be a barrier to students' admission and participation in any of the Sequoia District's educational programs. Also, reasonable accommodations will be made for handicapped pupils

*Education Code Section 221.5* states that:

1. It is the policy of the State that secondary school classes and courses, including non-academic and elective classes and courses, be conducted without regard to the sex of the student enrolled in such classes and courses.
2. No school district shall prohibit any student from enrolling in any class or course on the basis of the sex of the student, except a class subject to *Education Code* Section 51550 (see listing under "Family Life" in this notice).
3. No school district shall require students of one sex to enroll in a particular class or course unless the same class or course is also required of students of the opposite sex.
4. No school counselor, teacher, instructor, or administrator or aide shall, on the basis of the sex of a student, offer vocational or school program guidance to students of one sex which is different from that offered to students of the opposite sex or, in counseling students, differentiate career, vocational, or higher education opportunities on the basis of the sex of the student.  
Any school personnel acting in a career-counseling or course-selection capacity to any student shall affirmatively explore with the student the possibility of careers, or courses leading to such careers, that are nontraditional for that student's sex . . .
5. Participation in a particular physical education activity or sport, if required of students of one sex, shall be available to students of each sex. (NOTE EXCEPTION: contact sports)

*Education Code Sections 231.5 and 48980* states that the district will have in place procedures for reporting charges of sexual harassment.

**Complaints alleging sexual discrimination or sexual harassment as it relates to students should be directed to the school principal. Appeals may be made to the district superintendent.** A future grievance procedure includes the school board, and the Director of the Office of Civil Rights (United States Department of Education) and requires a more specific notice. [Title 45, *Code of Federal Regulations*, Sections 86.8 and 86.9]

## **MISCELLANEOUS**

**Education Code Section: 32051 & 48900(q): HAZING, PROHIBITION:** No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. Hazing is now a basis for suspension or expulsion. Hazing is defined by Penal Code Section 245.6.

**Education Code Section: 32221.5 INSURANCE FOR ATHLETIC TEAMS:** Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. The insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low cost local, state or federally sponsored health insurance programs. Information about these programs may be obtained by calling The Healthy Families Program at 573-3595.

**Education Code Section 32255—32255.5: STUDENTS' RIGHTS TO REFRAIN FROM THE HARMFUL OR DESTRUCTIVE USE OF ANIMALS:** Any student with a moral objection to dissecting or otherwise harming or destroying animals, or any animal parts, must notify his/her teacher and must give the teacher a note from his/her guardian or parent confirming this objection. The student's teacher may then provide an alternative assignment for obtaining the knowledge, information, or experience required by the course of study in question. The student shall not be discriminated against should he or she decide to exercise his or her rights pursuant to this chapter.

**Education Code Section 32282.5: DISASTER PREPAREDNESS EDUCATIONAL MATERIALS:** The California Department of Education is required to electronically distribute disaster preparedness educational materials to districts.  
**Education Code Section 32286, 33126(2), 35256 & 35294.6: ANNUAL SCHOOL ACCOUNTABILITY REPORT CARD:** A copy of the school's Annual School Accountability Report Card (SARC) will be provided to parents or guardians upon request. SARCs provide parents with information including but not limited to dropout & graduation rates, standardized test scores, facilities, and budget. SARCs are posted on the district and site websites. The SARC contains the status of each school's School Safety Plan including descriptions of key elements. The SARC also contains information about the misassignments of teachers, number of vacant teacher positions, availability of sufficient textbooks and other instructional materials, and needed maintenance to ensure good repair of facilities.

**MISCELLANEOUS(continued)**

**Education Code Section 32288, SCHOOL SAFETY PLANS: NOTICE TO SPECIFIED PERSONS AND ENTITIES:**

Before adopting its comprehensive school safety plan, each school site council or school safety planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. Each school site council or school safety planning committee shall notify in writing specified persons and entities including the local mayor, a representative of the local school employee organization, representatives of parent organizations including the parent teacher organization at the school site, a representative of the student body government, and all other persons that have indicated they wanted to be notified.

**Education Code Section 35294.8(c) NOTICE OF COMPLIANCE:** Each school district or county office of education shall annually notify the State Department of Education by October 15 of any schools that have not complied with Section 35294.1

**Education Code Sections 35291 & 49079:**

**RULES—STUDENT DISCIPLINE:** The governing board of the Sequoia Union High School District has adopted a policy for student behavior and a policy dealing with student drug/alcohol abuse. Information on these policies has been provided to each student. **COMPLIANCE WITH THE STANDARDS OF CONDUCT NOTED IN THE POLICIES IS MANDATORY.** Copies are available in the administrative vice-principals' offices at each high school. (EXCEPTION: At Redwood High School, copies are available in the principal's office.) The names of students who have violated **Education Code Section 48900 A-K**, including students who have transferred into Sequoia district from other districts, will be shared with staff members as mandated by **Education Code Section 49079**.

**Education Code Section 44808.5: PERMISSION FOR STUDENTS TO LEAVE SCHOOL GROUNDS:** The governing board of the Sequoia Union High School District, pursuant to Section 44808.5 of the *Education Code*, does not permit students enrolled at each of its high schools to leave school grounds during lunch period. Neither the Sequoia Union High School District nor any of its officers or employees shall be liable for the conduct or safety of any student during the time the student has left the school grounds pursuant to this section.

**Education Code Section 46014: ABSENCES FOR RELIGIOUS PURPOSES:** Permissive absence may be granted for governing-board-approved religious exercises or instruction. *See the school site AVP's for the process.*

**Education Code Section 48205 and 48980(l): EXCUSED ABSENCES/ABSENCES FOR PERSONAL REASONS:** A student shall be excused from school for justifiable personal reasons (including but not limited to an appearance in court, observance of a holiday or ceremony of his/her religion, attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, or an employment conference) when a written parental request for an excused absence has been approved by the principal or his/her designee in accordance with uniform standards adopted by the governing board. Students excused under this section shall be allowed to complete all work missed that can be reasonably provided and, upon satisfactory completion thereof, shall be granted full credit.

**Penal Code Section 12550 & 12556: IMITATION FIREARMS:** Imitation firearms, including BB devices are forbidden on school grounds. It is a criminal offense to openly display or expose any imitation firearm in a public place.

**Education Code Section 48900(p): PRESCRIPTION DRUG SOMA:** It is unlawful to offer, arrange to sell, or negotiate to sell the prescription drug SOMA and is grounds for expulsion.

**Education Code Section 48900.4: ADDITIONAL GROUNDS FOR SUSPENSION AND EXPLUSION:** Students may be suspended or expelled for acts of harassment, threats or intimidation against pupils and school personnel.

**Education Code Section 48900.1: PARENTS ATTENDANCE AT SCHOOL:** Requires the governing board of each school district to adopt a policy authorizing teachers to provide that the parents or guardians of a pupil who has been suspended by a teacher attend a portion of a school day in his or her child's or ward's classroom.

**Education Code Section 48980.3, 48981 and 17612: USE OF PESTICIDES:** The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. The Sequoia district intends to use the following pesticides: Roundup - active ingredients Isopropylamine Salt of Glyphosate; Turflon - active ingredient triclopyr; Direx - active ingredient Diuron. Parents/Guardians may register with the district if they desire notification of individual pesticide applications at the school sites prior to application. Persons who register shall be notified of individual pesticide applications at least 72 hours prior to the application. Information regarding pesticides and regulations is available at the Depart.t. of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>. For questions, please contact the Sequoia district Grounds Supervisor at 369-1411, ext. 2260.

**Education Code Section 48985: REPORTS GIVEN IN ENGLISH AND PRIMARY LANGUAGE:** When fifteen (15) percent or more of the students enrolled in a school speak a single primary language other than English, all notices, reports, statements, or records sent to the parent or guardian of any such student shall, in addition to being written in English, be available in the primary language.

**Education Code Section 49510—49520: MEALS FOR NEEDY STUDENTS:** The Sequoia Union High School District serves nutritious meals every school day. Students from families whose income is at or below established levels are eligible for meals free of charge or at a reduced price. Applications for free or reduced-price meals are sent to parents at the beginning of each school year.

**Education Code Section 52173: ENGLISH LANGUAGE EDUCATION FOR IMMIGRANT CHILDREN:** Prior to the enrollment of a pupil who has been identified as an English Language Learner, the governing board is required to notify parents or guardians of the instructional services available. Parents must receive a detailed description of the purposes, method and content of the services. Parents have the right to visit the classes, and/or come to school to receive information concerning the services. Parents have the right to choose the appropriate services for their pupil. If an alternative primary language program is selected, parents must sign a waiver, indicating that they are selecting instruction in primary language. The waiver is to be written in English and in the primary language of the pupil. At any time a parent or guardian may have his or her pupil moved into the English language mainstream classroom.

**Education Code Section 56301: CHILD FIND SYSTEMS:**

It is the policy of the Sequoia Union High School District that all individuals with exceptional needs shall be assessed and considered for special education programs including those who are homeless or wards of the state. Referrals may be initiated from any source, including parents; public, private or parochial school staff; students; and individual practitioners from related fields. Referral procedures provide for the initiation of the process at the local school level. Staff at each local school site are trained and aware of the procedures to be followed and the contacts that need to be made in order to start the initial screening procedure.

**Education Code Section 17288: FIELD ACT:** The parents of any high school pupil attending classes on a campus of the University of California or California State University in order to receive specialized educational services shall be notified that the buildings on the University campuses may not meet Field Act requirements although they are required to conform to the rigorous standards of the Uniform Building Code.

**Education Code Section 48980(c): MINIMUM DAY:** Districts shall advise parents and guardians of the schedule of minimum days and pupil-free staff development days. If additional days are scheduled thereafter, parents and guardians of the affected pupils will be notified no later than one month before the scheduled minimum or pupil-free day.

**Education Code Section 48980(d): INVESTING FOR FUTURE EDUCATION:** Parents are advised of the importance of investing for future college or university education for their children and of considering appropriate investment options, i.e., United States Savings Bonds.

**Education Code Section 48980(e): HIGH SCHOOL EXIT EXAMINATION:** Students are required to pass a state-mandated examination prior to graduation from high school. The California High School Exit Exam (CAHSEE) is a diploma requirement for the SUHSD students graduating in 2006 and beyond. Students who do not demonstrate sufficient progress toward passing the examination must be offered remedial instruction.

**Education Code Section 48980(j): GRADE REDUCTION/LOSS OF CREDIT:** No pupil may have his/her grade reduced or lose academic credit for any absence or absences excused pursuant to section 48025 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

**Education Code Section 48980(k): AVAILABILITY OF STATE FUNDS FOR AP EXAMS:** State funds are available to cover the costs of advanced placements examination fees for economically disadvantaged pupils per section 52244.

**AHERA: ASBESTOS REMOVAL PLANS:** The federal law (AHERA) requires that all parents, teachers, and employee organizations are to be notified of the availability of the district's management plan regarding asbestos. The management plan is a routine document required by AHERA for all sites and its preparation does not necessarily mean that a problem exists at any site.

**NON DISCRIMINATION:** The Sequoia Union High School District does not discriminate on the basis of race, ethnicity, color, national origin, sex, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices, in compliance with *Title VI of the Civil Rights Act 1964* (pertaining to race, color, and national origin), *Title IX of the Education Amendments of 1972* (pertaining to sex), *Section 504 of the Rehabilitation Act of 1973*

(pertaining to handicap) and the *Age Discrimination Act of 1975* (pertaining to age). In addition, the lack of English language skills will not be a barrier to admission and participation in any educational program. This non-discrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including Vocational Education. Reasonable accommodation will be made for handicapped pupils. Inquiries regarding the equal opportunity policies, the filing of complaints, or to request a copy of the complaint procedures covering discrimination complaints may be directed to:

Susan Berghouse, Title IX Coordinator or Linda Common, Section 504 Coordinator, Sequoia Union High School District, 480 James Avenue Redwood City, CA 94062 (650) 369-1411.

## GRIEVANCE PROCEDURES

The Board of Trustees recognizes the rights of citizens who are concerned over controversial issues, instructional materials, school management, and other matters of importance and acknowledges its responsibility to receive complaints. These rights include the right to expect the impartial presentation of controversial issues, the right to secure nonconfidential information from school officials, and the right to file formal protests with the full expectation that they will be heard and receive a prompt response. Constructive criticism of the schools is welcomed by the Board of Trustees. The Board expects that the administration will maintain a procedure for receiving complaints courteously. Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for timely consideration and response. If resolution of the problem seems unlikely at the site manager level, either party is encouraged to refer the matter to the superintendent for review.

The Board will consider citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired.)

## TITLE V

**Title V, 3080: UNIFORM COMPLAINT POLICY SPECIAL EDUCATION:** Notice is required that anyone who has a concern that the district may not have acted in compliance with any of the state or federal laws governing special education may file a complaint against the district. Procedures for filing a complaint are available at each school in the district.

**Title V, 4622 & 4630: UNIFORM COMPLAINT PROCEDURE:** Section 4622 provides that every local educational agency must notify parents, students, district advisory committees, school advisory committees, and other interested parties of the district's complaint procedures including the opportunity to appeal to the Department of Education under certain circumstances. The procedure for filing a complaint alleging that the district has violated federal or state laws or regulations governing educational programs is described in Board Policy and Administrative Regulation 1312.3 available from the office of the Superintendent.

## UNIFORM COMPLAINT PROCEDURES

The Sequoia Union High School District Board of Trustees recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational program. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, ancestry, sexual orientation, national origin, race, sex, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs, special education programs, and school safety plans. Uniform complaint procedures will also be followed when addressing Williams' complaints regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, teacher vacancy or misassignment, and the requirement to provide remediation for those students who have failed the California High School Exit Exam (CAHSEE).

**Complaints should be filed with the District Superintendent, 480 James Avenue, Redwood City, CA 94062, (650) 369-1411, ext. 2212.**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the District. Complainants may seek help from agencies such as legal assistance agencies, local mediation centers, or the county office of education. Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and the facts. (Title 5, Section 4630) Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If all parties agree to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process 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 time lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (Title 5, Section 4631) To ensure that all pertinent facts are made available, the compliance

officer and the complainant may ask other individuals to attend this meeting and provide additional information.

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board of Trustees. The Board may consider the matter at its next regular board meeting or at a special board 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 is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district will arrange a meeting at which a community member will interpret it for the complainant. (cf. 5145.6 - Parental Notifications)

This report shall include:

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

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

#### **Appeals to the California Department of Education**

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision. (Title 5, Section 4652) Complainants may not pursue civil law remedies in discrimination complaints until 60 days after filing an appeal to the California Department of Education.

La Junta Directiva reconoce que el distrito tiene la responsabilidad primordial de asegurarse que cumple con las leyes y regulaciones estatales y federales que rigen los programas educativos. El distrito investigará y buscará resolver las quejas a nivel local. El distrito seguirá procedimientos generales de quejas cuando trate con quejas alegando discriminación ilegal, concierne a raza, color, *ascendencia, orientación sexual, origen nacional, raza, sexo*, origen, sexo, edad religión, generación, género, o minusvalidad mental en cualquier programa o actividad que reciba beneficios de asistencia financiera estatal. El distrito también deberá de seguir cumpliendo con los procedimientos uniformemente cuando se les presenten quejas alegando algún incumplimiento de las leyes estatales o federales en la educación general de los adultos, programas de ayuda categórica consolidada, educación migrante, educación vocacional, cuidado y desarrollo infantil, nutrición, de educación especial, y Plan Escolar de Seguridad. Estos procedimientos también serán seguidos al tratar las quejas con respecto a la carencia de los materiales de instrucción, las condiciones de la facilidad que plantean una amenaza a la salud y la seguridad de estudiantes o personal, la asignación ilícita de profesores o las vacantes del profesor, y la carencia de la remediación para los estudiantes que han reprobado el examen de la salida de California (CAHSEE).

**Las quejas deben de presentarse a la superintendente del distrito, 480 James Avenue, Redwood City, CA 94062 (650) 369-1411, Ext. 2212**

Cualquier individuo, agencia pública u organización puede presentar una queja por escrito alegando incumplimiento de la ley. Los demandantes pueden buscar ayuda de algunas de las agencias de asistencias legales, de algun centro de mediación, o de la oficina de educación del condado. Las investigaciones de quejas por discriminación deberán de ser conducidas en forma que se proteja la confidencialidad de las partes y los hechos. (Título 5, Sección 4630). Las quejas alegando discriminación ilegal pueden ser presentadas por una persona que alegue que él/ella personalmente ha sufrido discriminación ilegal o por algo que crea que un individuo o una clase específica de individuos hayan sido objeto de discriminación ilegal. La queja tiene que ser iniciada antes de seis meses a partir de la fecha en la que ocurrió la discriminación alegada o de la fecha en la cuál el demandante tuvo conocimientos de los hechos de ésta. (Título 5, Sección 4630)

Dentro de los tres días siguientes al recibo de la queja, el funcionario ejecutivo puede discutir informalmente con el demandante la posibilidad de usar un mediador. Si todas las partes están de acuerdo con la mediación, el funcionario ejecutivo hará todos los arreglos para el proceso de mediación.

Antes de iniciar la mediación en una queja por discriminación, el funcionario ejecutivo deberá de asegurarse que todas las partes esten de acuerdo en hacer partícipe al mediador de información confidencial relacionada con el caso.

Si el proceso de mediación no resuelve el problema dentro de los parámetros de la ley, el funcionario ejecutivo deberá proceder con su investigación de la queja.

El uso de mediación no deberá de extender las fechas límites del distrito para investigar y resolver la queja, a menos que, el demandante acceda por escrito a tal extensión de tiempo.

El funcionario ejecutivo llevará a cabo una reunión de investigación, dentro de los cinco días siguientes al recibo de la queja; o del frustrado intento de resolverla por mediación. Esta reunión provera una oportunidad para el demandante y/o su representante, para repetir la queja oralmente. El demandante y/o su representante y los representantes del distrito, también tendrán una oportunidad para presentar información relevante a

la queja. Las partes en conflicto pueden discutir la queja y hacerse preguntas unos con otros, o consultar también con los testigos de cada una de las partes. (Título 5, Sección 4631)

Para asegurar que todos los hechos pertinentes estén disponibles, el funcionario ejecutivo y el demandante pueden pedir a otros individuos que asistan a esta reunión y proporcionar información adicional. Dentro de 30 días de recibir la queja, el funcionario ejecutivo preparará y enviará al demandante un reporte escrito de la investigación y decisión del distrito, tal como está descrito abajo a continuación. Si el demandante no está satisfecho con la decisión del funcionario ejecutivo, él/ella puede, dentro de los cinco días siguientes, presentar su queja por escrito ante la Junta Directiva. La Junta puede considerar el asunto en su próxima reunión regular o en una reunión especialmente convocada con el propósito de cumplir con los 60 días de la fecha límite dentro de la cuál se tiene que contestar al demandante. La Junta puede considerar no escuchar la queja, y en tal caso, la decisión del funcionario ejecutivo es final. Si La Junta escucha la queja, el funcionario ejecutivo deberá enviar la decisión de La Junta al demandante; dentro de los 60 días siguientes a la fecha en que el distrito inicialmente recibió la queja o dentro del período de tiempo que haya sido especificado en un acuerdo por escrito con el demandante.

El reporte de la decisión del distrito deberá de ser por escrito en inglés y en el idioma del demandante siempre que sea posible o requerido por la ley. Si no es posible escribir este reporte en el primer idioma del demandante, el distrito hará los arreglos para hacer una reunión en la cuál un miembro de la comunidad la interpretará para el demandante.

Cf.5145.6 – (Notificación a los padres)

Este reporte deberá de incluir:

1. Los hechos encontrados y cómo se dispuso de la queja, incluyéndose las acciones de la corrección, si es que hubo alguna.
2. La razón para tal disposición.
3. Aviso del derecho del demandante de apelar la decisión ante el Departamento de Educación de California y de los procedimientos a seguir para iniciar tal apelación.
4. Una declaración detallada de todos los asuntos específicos que se trajeron al caso durante la investigación y la extensión hasta la cuál estos asuntos fueron resueltos.

Si un empleado es disciplinado como resultado de esta queja, este reporte simplemente declarará la acción que fue tomada y que el empleado fue informado de lo que el distrito espera. El reporte no dará ninguna otra información tal como la naturaleza de la acción disciplinaria

**Si el demandante no está satisfecho con la decisión del distrito, puede apelar por escrito ante el Departamento de Educación de California dentro de los 15 días siguientes a la fecha de recibir la decisión del distrito.** Por buena causa, la Superintendente de Instrucción Pública puede otorgar una extensión para presentar apelaciones. Cuando se apele ante el Departamento de Educación de California, el demandante tiene que especificar la razón o razones para apelar la decisión del distrito y tiene que incluir una copia de la queja presentada localmente y la decisión del distrito. (Título 5, Sección 4652)

Los demandantes no pueden persuadir las soluciones en la ley civil por quejas de discriminación dentro de los 60 días después de haberse archivado una apelación al Departamento de Educación de California.

UNIFORM COMPLAINT PROCEDURES FORM

COMPLAINTS ABOUT VIOLATIONS OF LAWS OR REGULATIONS GOVERNING STATE OR FEDERALLY FUNDED PROGRAMS

To be filed with: Patrick R. Gemma, District Superintendent
Sequoia Union High School District
480 James Avenue, Redwood City, CA 94062

In accordance with the district policy on Uniform Complaint Procedures, I wish to file a complaint regarding a violation of federal or state law or regulations governing the following educational program which is covered under this procedure.

(State or federally funded educational program in which the alleged violation occurred or other violation covered under the Uniform Complaint Procedure. If this complaint is not subject to the Uniform Complaint Procedure, the school district representative should list below the agency to which the complainant has been referred.)

(Agency to which complainant has been referred if this complaint is not covered by the Uniform Complaint Procedure.)

NATURE OF COMPLAINT

(Describe here the nature of the alleged violation. If this complaint involves the educational service provided to a specific child, please give the name, grade, and school of enrollment. Attach additional pages if necessary.)

DATE OF ALLEGED VIOLATION

(Must be within six months of today's date. If not, you will be given information regarding an appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.)

Complaint filed by \_\_\_\_\_ Date: \_\_\_\_\_

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit
version: January 12, 2005

SEQUOIA UNION HIGH SCHOOL DISTRICT
Redwood City, California

FORMULARIO DE PROCEDIMIENTOS GENERALES DE QUEJA
PARA QUEJAS CON RESPECTO A UNA VIOLACIÓN A LA LEY O LAS REGULACIONES ESTATAL O FEDERAL

A ser presentada ante: Patrick R. Gemma, Superintendente del Distrito
Sequoia Union High School District
480 James Avenue, Redwood City, CA 94062

De conformidad con la póliza del distrito en lo referente a los Procedimientos Regulares de Quejas yo deseo presentar una queja con respecto a una violación a la ley estatal o federal o a las regulaciones que rigen el programa educativo el cual está cubierto bajo este procedimiento.

(Programa educativo costado con fondos federales o estatales en el cual se alega ha ocurrido la violación alegada u otra violación cubierta bajo el Procedimiento Regular de Quejas. Si ésta no está sujeta al Procedimiento Regular de Quejas, el representante del distrito escolar deberá listar abajo a continuación la agencia a la cual el demandante ha sido referido)

(Agencia a la cual el demandante ha sido referido si ésta queja no está cubierta bajo los Procedimientos Regulares de Quejas)

NATURALEZA DE LA QUEJA

(Describe aquí la naturaleza de la violación alegada. Si ésta queja tiene que ver específicamente con el servicio educacional proveído a un menor, por favor proporcione el nombre, grado y escuela en la que el menor está inscrito. Adjunte páginas adicionales si es necesario)

FECHA DE LA VIOLACIÓN ALEGADA

(Tiene que ser dentro de los seis (6) meses siguientes a partir de la fecha de hoy. Si no, usted recibirá información con respecto a una apelación ante el Superintendente de Instrucción Pública del Estado para solicitar una extensión de la fecha en que debe presentarse la queja)

Queja presentada por \_\_\_\_\_ Fecha \_\_\_\_\_

Queja recibida por \_\_\_\_\_ Fecha \_\_\_\_\_

## PARENT NOTICE

### Department of Public Information and Communication SUHSD

For questions, please contact

Susan Berghouse at 650-369-1411, ext. 2210 or Dorthy Burnside at 650-369-1411, ext. 2317

### **WILLIAMS UNIFORM COMPLAINT PROCEDURES - Notice to Parents, Guardians, Pupils, and Teachers Complaint Rights**

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at ([www.seq.org](http://www.seq.org).) You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc/>.

### **PROCEDIMIENTOS DE QUEJAS UNIFORMES DE WILLIAMS** Notificación para padres de familia, tutores legales y maestros

Según el Código de Educación de California Artículo 35186, se le notifica que:

1. Debe haber suficientes libros y materiales de instrucción. Eso significa que cada alumno, incluyendo a los alumnos que aprenden inglés, debe tener un libro o materiales de instrucción, o ambos, para usar en clase y llevar a casa.
2. Los predios escolares deben estar limpios, seguros, y deben mantenerse en buen estado.
3. No debe haber falta de maestros ni asignaciones incorrectas de maestros. Debe haber un maestro asignado a cada clase y no una serie de suplentes u otros maestros temporales. El maestro debe tener la certificación apropiada para enseñar la clase, incluyendo la certificación requerida para enseñar a alumnos que aprenden inglés, si es que están presentes en la clase.  
Falta de maestros significa que existe un puesto al cual no se ha asignado un empleado con certificación al principio del año escolar y por todo un año, o si el puesto es para un curso de un semestre, un puesto al cual no se ha asignado un empleado con certificación al principio de un semestre y por un semestre completo.  
Una asignación incorrecta significa que un empleado con certificación es colocado en un puesto de maestro o proveedor de servicios sin tener una certificación o credencial legalmente reconocida, o colocado en un puesto de maestro o proveedor de servicios que el empleado no está legalmente autorizado a ocupar.
4. Los alumnos, incluyendo a los estudiantes aprendiendo el inglés, quienes no han aprobado una o ambas partes del examen de salida de la preparatoria para el final del duodécimo año deben ser proporcionados con la oportunidad de recibir servicios e instrucción intensiva hasta dos años académicos consecutivos después de culminar el duodécimo año.
5. Se puede obtener un formulario para presentar una queja en la oficina de la escuela, la oficina del distrito, o por medio del sitio Web que se indica a continuación: ([www.seq.org](http://www.seq.org)). También se puede imprimir una copia del formulario del Departamento de Educación del Estado de California del sitio de la Web que se indica a continuación: <http://www.cde.ca.gov/re/cp/uc/>.

**Preguntas: Departamento de manejo de quejas de los programas categóricos**

**(916) 319-0929**

# SEQUOIA UNION HIGH SCHOOL DISTRICT

## COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the lack of opportunity to receive intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?  Yes  No

### Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address, if any: \_\_\_\_\_

### Location of the problem that is the subject of this complaint:

School: \_\_\_\_\_ Course title/grade level and teacher name: \_\_\_\_\_

Room number/name of room/location of facility: \_\_\_\_\_ Date problem was observed: \_\_\_\_\_

**Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.**

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)
  - A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
  - Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)
  - A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
  - A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
  - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facility conditions: (Education Code 35186, 35292.5; 5 CCR 4683)
  - A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.
  - A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
  - The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.
4. High school exit exam intensive instruction and services: (Education Code 35186)
  - Pupils who have not passed the high school exit exam by the end of grade 12 were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after the completion of grade 12.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please file this complaint at the following location:

**Patrick R. Gemma, District Superintendent**  
**Sequoia Union High School District, 480 James Avenue, Redwood City, CA 94062**

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

## PROCEDIMIENTOS DE QUEJAS UNIFORMES DE WILLIAMS

### FORMULARIO DE QUEJAS: PROCEDIMIENTOS DE QUEJAS UNIFORMES DE WILLIAMS

El código educacional 35186 establece un procedimiento para entablar las quejas con respecto a carencias relacionadas con la falta de oportunidad para recibir servicios e instrucción intensiva para los alumnos quienes no aprobaron una o ambas partes del examen de salida de la preparatoria para el final del duodécimo año. La queja y contestación son documentos públicos acordado por la ley. Se pueden entablar las quejas de manera anónima. Sin embargo, si desea recibir una contestación a su queja, debe proporcionar los datos de contacto abajo.

¿Solicita una contestación?  Sí  No

#### Datos de Contacto:

Nombre: \_\_\_\_\_

Domicilio: \_\_\_\_\_  
\_\_\_\_\_

Número Telefónico: Día: \_\_\_\_\_ Noche: \_\_\_\_\_

Correo Electrónico, si existe alguno: \_\_\_\_\_

#### Ubicación del problema cual es la cuestión de esta queja:

Escuela: \_\_\_\_\_ Título del curso/nivel educativo y nombre del maestro(a): \_\_\_\_\_

Número de salón/ubicación de la instalación: \_\_\_\_\_ Fecha cuando se observó el problema: \_\_\_\_\_

**Solamente el siguiente asunto puede ser el tema de este proceso de quejas. Si desea quejarse sobre un asunto que no esta especificado abajo, por favor utilice el procedimiento de quejas apropiado.**

La cuestión(es) específica de la queja. (Por favor marque todos los que aplican. Una queja debe incluir más de un alegato)

1. Libros de texto y materiales curriculares (Código educacional 35186;5 CCR 4681)
  - Un alumno, incluyendo a un estudiante aprendiendo el inglés, no tiene los libros de texto o materiales curriculares que se ajustan a las normas o libros de texto adoptados por el estado o distrito o algún otro material curricular que se necesita en el salón.
  - Un estudiante no tiene acceso a materiales curriculares para ser usados en casa o después de escuela. Esto no requiere dos conjuntos de libros de texto o materiales curriculares para cada estudiante.
  - Los libros de texto o materiales curriculares están en mal estado o les faltan páginas o no se pueden leer debido a los daños.
  - Se le proporcionó a un estudiante hojas fotocopiadas de solamente una porción de un libro de texto o materiales curriculares para dirigir una carencia de libros de texto o materiales curriculares.
2. Puestos de maestros vacantes o maestros que imparten asignaturas que no son las de su especialidad: (Código educacional 35186; 5 CCR 4681)
  - Empieza un semestre y hay un puesto de maestros vacante. Un *puesto de maestros vacante* es un puesto en donde un empleado certificado nombrado no tiene asignatura al principio del año escolar por todo el año, si el puesto es para un curso de un semestre, el puesto en donde un empleado certificado nombrado no tiene asignatura al principio del semestre por todo un semestre.
  - Un maestro que no tiene sus credenciales o capacitación para enseñar a los estudiantes aprendiendo el inglés con más de 20 por ciento de estudiantes aprendiendo el inglés en el salón.
  - Un maestro tiene asignatura para enseñar una clase en donde el maestro no tiene la capacitación en la materia.
3. Estado de la instalación: (Código educacional 35186, 35292.5; 5 CCR 4683)
  - Existe una condición que plantea una emergencia o amenaza a la salud y seguridad de los estudiantes o del personal incluyendo los escapes de gas; problemas con la calefacción, ventilación, rociador de incendios, o los sistemas de aire acondicionado; fallo en la energía eléctrica; obstrucción considerable en la alcantarilla; infestación considerable de plagas o alimañas; ventanas quebradas o puertas o cercas exteriores que no se pueden cerrar con seguro y que plantan un riesgo de seguridad; disminución de materiales peligrosos que no habían sido descubiertos y plantean una amenaza inmediata a los estudiantes o el personal; daños a la estructura creando una situación peligrosa o no habitable.
  - El baño escolar no ha sido limpiado o mantenido regularmente, no está en total funcionamiento, o no tiene papel del baño, jabón o toallas del baño en todo momento o secadoras para las manos en funcionamiento.
  - La escuela no ha mantenido todos los baños abiertos durante el horario escolar cuando los estudiantes no están en clases y no han mantenido un número de baños abiertos durante el horario escolar cuando los estudiantes están en clases. Ésto no aplica cuando los baños están cerrados para la seguridad de los estudiantes o para repararlos.
4. Servicios e instrucción intensiva para el examen de salida de la preparatoria: (Código educacional 35186)
  - Los alumnos quienes no han pasado el examen de salida de la preparatoria para el final del duodécimo año no fueron proporcionados con la oportunidad de recibir servicios e instrucción intensiva según el código educacional 37254(d)(4) y (5) después de culminar el duodécimo año.

Por favor describa la cuestión de su queja en detalle. Puede adjuntar páginas adicionales e incluir todo el texto necesario para describir por completo la situación. Para las quejas con respecto al estado de las instalaciones, por favor describa el estado de emergencia o urgente de las instalaciones y como ese estado plantea una amenaza a la salud y seguridad de los alumnos o del personal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Por favor de entablar esta queja en la siguiente ubicación:

Por favor de proporcionar una firma abajo. Si desea permanecer anónimo(a), no se necesita una firma. Sin embargo, aún las quejas anónimas, deben ser fechadas.

\_\_\_\_\_  
(firma)

\_\_\_\_\_  
(fecha)

## **TRANSFER OPTIONS**

### **Education Code Sections 35160.5, 48980(h), 46600, & 46601: INTRADISTRICT, OPEN ENROLLMENT AND INTRERDISTRICT TRANSFER OPTIONS**

California law (*Education Code Section 48980(i)*) requires all school boards to inform each student's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. There are two processes for choosing a school within the district in which the parents/guardians live (intradistrict transfer) and one process for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

#### **Choosing a School Within the District**

##### Open Enrollment

The law (*Education Code Section 35160.5(c)*) requires the school board of each district to establish a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parents/guardians live in the district. The law limits choice within a school district as follow:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer students.
- A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
- If a transfer request is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

##### Open Enrollment Application

Each year there shall be an open enrollment period during the winter for students to request a school of choice for the following school year. **Applications must be submitted prior to the deadline. Applications received after the deadline must go through the Adjustment Transfer process.** Applications may be obtained from and submitted to the office of the Director of Public Information & Communications.

The enrollment capacity at all schools will be reviewed annually to determine space availability for purposes of voluntary

intradistrict transfers. If there are more requests than space, a lottery process will be used to select students.

A letter notifying parents/guardians of the status of the transfer request will be mailed by March 19. If space is not available in any of the schools a student requests, that student will be enrolled in his/her attendance area school. If a student is assigned to any school other than his/her first choice, that student will be placed on a waiting list for his/her first choice.

##### Other Intradistrict Transfers

Requests for intradistrict attendance permits outside of the open enrollment policy shall be handled as follows:

An intradistrict transfer may be requested for adjustment or sibling reasons. The request for transfer will be approved or disapproved by the office of the Director of Public Information & Communications upon receipt of recommendations by the principals of both the sending and receiving schools.

#### **The deadline for applying for an adjustment transfer is June 1<sup>st</sup>.**

Although the recommendation to approve or disapprove the adjustment transfer request will have to be a matter of professional judgment, factors usually considered include serious emotional disturbance, serious health condition, unavoidable and highly punitive harassment, previous serious behavioral problems, behavior detrimental to the welfare of other students, or other conflict for which a change of school environment appears to be necessary for a satisfactory education. Recommendations from the probation departments, welfare, family service agencies and therapists in private practice will be considered.

#### **Choosing a School Outside the District**

The law (*Education Code Section 46600 through 46601*) allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

- If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- No district is required to provide transportation to a student who transfers into the district.

**SEE THE NEXT PAGE FOR THE OPEN ENROLLMENT APPLICATION FOR THE 2009-10 SCHOOL YEAR.**

# Carlmont, Menlo-Atherton, Sequoia & Woodside High Schools

## 2009 INTRA-DISTRICT STUDENT TRANSFER REQUEST

### DIRECTIONS FOR OPEN ENROLLMENT SCHOOL CHOICE TRANSFER APPLICATION

Please complete this application form and return it to this address:  
480 James Avenue, Redwood City, CA 94062-1098  
Attention: Susan E. Berghouse

If you hand deliver the application, you will be given a copy as your receipt. If you mail the application and would like a receipt, enclosed a stamped, self-address envelope. A copy will be dated and mailed to you. **Please fill out this form completely. Incomplete applications may not be accepted.**

#### IMPORTANT

**ALL APPLICATIONS MUST BE RECEIVED BY 4 P.M., JANUARY 30, 2009, AT THE ADDRESS LISTED ABOVE. LATE APPLICATIONS WILL NOT BE HONORED.**

(Circle One) Male      Female

Student Name (Last Name, First Name): \_\_\_\_\_

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

Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Date of Birth: Month \_\_\_ Day \_\_\_ Year \_\_\_ Age \_\_\_ Grade as of September 2009: (Circle One) 9 10 11 12

**FOR MIDDLE SCHOOL STUDENTS ONLY** – List Your **Assigned** High School \_\_\_\_\_  
(Assigned High School is based on your present address. Please check with your middle school principal or go to the Sequoia Union High School District website at [www.seq.org](http://www.seq.org) to determine your assigned high school.

**FOR MIDDLE SCHOOL STUDENTS ONLY:** Name Your Current Middle School \_\_\_\_\_

**FOR CURRENT CARLMONT, MA, SEQUOIA, WOODSIDE, PRIVATE HIGH SCHOOL, CHARTER HIGH SCHOOL OR OTHER HIGH SCHOOL-AGED STUDENTS** – List your current high school \_\_\_\_\_

**FOR ALL STUDENTS:** Circle the high school you wish to attend:    **Carlmont**    **Menlo-Atherton**    **Sequoia**    **Woodside**

**FOR CURRENT HIGH SCHOOL STUDENTS:** Have you ever transferred between high schools? (Circle One) Yes / No

**FOR ALL STUDENTS:** Do you have a brother or sister who will attend the requested school **next year** and lives in the same house as you? (Circle One) Yes / No

**FOR ALL STUDENTS:** Circle Your Ethnic Classification: (Circle One)

1. Hispanic    2. White    3. African American    4. Asian    5. Native American    6. Filipino    7. Pacific Islander    8. Biracial

**\*\*\*FOR ALL STUDENTS:**

**ARE YOU CURRENTLY ENROLLED IN SPECIAL EDUCATION CLASSES (SDC or RSP or Other)? MUST BE ANSWERED (Circle one) Yes / No**

Reason for wanting transfer: \_\_\_\_\_

*I UNDERSTAND THAT SUBMITTING THIS FORM DOES NOT GUARANTEE THE REQUEST FOR A TRANSFER WILL BE APPROVED. TRANSFERS ARE ONLY APPROVED IF SPACE IS AVAILABLE. CARLMONT, MENLO-ATHERTON AND WOODSIDE ARE NEAR CAPACITY THIS YEAR AND MAY NOT HAVE ROOM FOR TRANSFER STUDENTS.*

*Signatures:*

\_\_\_\_\_ *Parent/Guardian* \_\_\_\_\_ *Student*

## PARENTS' RIGHTS AND FAMILY INVOLVEMENT

Parents and guardians are encouraged and welcomed to become involved in the formal education of their children enrolled in public schools. This early and consistent parental involvement helps children to do well academically. When this involvement is combined with a partnership between home and school, the student, the school, and the community benefit. Parents and guardians of enrolled students have the right to be included in the educational process and to have access to the system on behalf of their children. These rights are outlined in Chapter 864, Statutes of 1998:

Classroom observing	Teacher conferencing	Volunteering	Student attendance
Student testing	School selection	Safe school environment	Curriculum materials
Student academic progress	Student records	Standards	School rules
Psychological testing	Councils and committees	Policy development	

**Education Code Section 51101(c)** notes: "This section may not be construed so as to authorize a school to inform a parent or guardian, . . . or to permit participation by a parent or guardian in the education of a child, if it conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction." (Chapter 864, Statutes of 1998, Education Code Sections 51100 - 1102)

**Classroom Observing** - Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation must be arranged in advance with the school.

**Teacher Conferencing** - Parents have the right to request a conference with their child's teacher(s) or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

**Volunteering** - Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service.

**Student Attendance** - Parents have the right to be notified in a timely manner if their child is absent from school without permission.

**Student Testing** - Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

**School Selection** - Parents have the right to request that their child be enrolled in any school in the district. The district is not compelled to grant the request.

**Safe School Environment** - Parents have the right and are entitled to the assurance of a safe and supportive learning environment.

**Curriculum Materials** - Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

**Student Academic Progress** - Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

**Student Records** - Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

**Standards** - Parents have the right to receive information regarding the academic standards their child is expected to meet.

**School Rules** - Parents have the right to receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.

**Psychological Testing** - Parents have the right to receive information on all psychological testing recommended for their child.

**Councils and Committees** - Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team in accordance with established rules and regulations for membership.

Parents also have the right to attend at least two meetings per year scheduled by the school to get information on school issues and activities.

**Policy Development** - Parents and guardians have the right and should be given the opportunity to work in a mutually supportive and respectful partnership with the school to help their child succeed. The governing board of each school district shall adopt a jointly created policy that outlines how parents and guardians, school staff, and students may share the responsibility for the intellectual, physical, emotional, social development, and well-being of their students. This policy shall include, but is not limited to:

1. How parents/guardians and the school will help students to achieve academic and other standards.
2. How the school will provide high-quality curriculum and instruction in a supportive learning environment to all students enrolled.
3. What parents and guardians can do to support their child's learning environment, including but not limited to:

Monitoring school attendance, monitoring homework completion, encouraging participation in extracurricular activities, monitoring and regulating television viewing, planning and participating in activities at home supportive of classroom activities, volunteering at school, participating in decision-making processes at school

### Beyond High School

In addition to the rights described in Education Code Sections 51100-51102, students and parents have the right to be informed of college entrance requirements. It is critically important to know how to assist those students who choose to pursue a college education.

Students and parents need to know the series of college preparatory classes to take in high school. The minimum requirements vary, depending on the selected college or university. The a-g requirements noted below are submitted by the Regents of the University of California and are, generally, the most rigorous:

- A. An English class every semester of every year for four years.
- B. A mathematics class every semester of every year for three years, including algebra and geometry. Four years are recommended.
- C. Two years of a laboratory science beyond the ninth grade. An additional year is recommended.
- D. Two years of history-social science, which are to include U.S. government, world history, culture, and geography.
- E. Two years of the same language other than English.
- F. Two years of college preparatory electives in addition to those required in "a-e" above.
- G. One year of visual and performing arts.

To gain admission to college, students must also take and submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Your child's high school counseling office can provide the testing dates and locations.

## Parent Involvement

The Board of Trustees of the Sequoia Union High School District recognizes the necessity and value of parent involvement to support student growth and academic achievement. The Board believes that a student's education is a responsibility shared by school and family during the entire period the student spends in school. In order to assure collaborative partnerships between parents and schools, the board, working through the administration, is committed to:

1. Encouraging programs to help parents develop parenting skills and foster conditions at home that support their student's efforts in learning.
2. Involving parents in a partners-in-school governance including shared decision making.
3. Involving parents, after appropriate training, in instructional and support roles at the school.
4. Establishing effective two-way communication with all parents, respecting the diversity and differing needs of families.
5. Developing strategies and programs at schools to enable parents to participate actively in their student's education.
6. Providing support and coordination for school staff and parents to implement and sustain appropriate parent involvement.
7. Providing training for teachers and administrators to enhance their effective relationships with parents.
8. Utilizing schools to connect students and families with community resources that provide educational enrichment and support.
9. Requiring school sites to include an evaluation of their parent involvement activities in their year-end reports.

## No Child Left Behind Act

Districts receiving Title I funds are required to notify parents of the following requirements under the No Child Left Behind Act:

1. Parents of schools receiving Title I funds have the right to request information about the professional qualification of their child's teachers and assigned para professionals including whether the teacher has met state credential or license criteria for grade level and subject matter taught, whether the teacher is teaching under emergency or other provisional status, and the baccalaureate degree major of the teacher and any other graduate certification or degree held. Parents are to contact the high school principal for this information.
2. Homeless students shall be admitted to the District schools upon presentation of a) Hotel or motel receipts; b) a letter from a social service agency verifying that the child lives within the District; c) an affidavit from the parent/guardian stating that the family lives within the District with the intent of remaining there.
3. The District is required to release specified directory information to military recruiters. Parents may request in writing that their student's directory information not be released to organizations.
4. If a school should be identified as "persistently dangerous" by the State, parents will be notified within 10 days.

## Board Policy 5145.7 SEXUAL HARASSMENT (Education Code 48980(g))

The Board of Trustees is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school. They shall be informed that they should immediately contact the principal or designee if they feel they are being harassed. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action up to and including expulsion.

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse. Pursuant to Education Code 212.6 staff shall immediately report complaints of sexual harassment to the principal or designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained. If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning District employees. The Superintendent or designee shall determine which procedure is appropriate. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

Contact Person Debra Moore Washington, Assistant Superintendent, Human Resources  
Sequoia Union High School District, 480 James Ave., Redwood City, CA 94061 (650)-369-1411, ext. 2222

## School & District Promotional Materials

Occasionally, it is necessary for the school site or District to create promotional materials that identify specific students or groups of students for academic or athletic achievement. On no occasion are addresses or telephone numbers of students shared. Please fill out the form below and return it to Susan Berghouse, SUHSD, 480 James Avenue, Redwood City, CA 94062, if you do not wish to allow your student's photo or name to be used in site/district publications or announcements.

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### Prohibition of Use of Student Photo/information

I am the parent/guardian of \_\_\_\_\_, a student at \_\_\_\_\_  
Name of Student Name of High School

High School Please do not publish my student's photograph, work, name, or descriptions of his/her accomplishments in school or district promotional materials.

Signed: \_\_\_\_\_  
Name of Parent.

Date: \_\_\_\_\_

## COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college you need only be a high school graduate or 18 years of age. In order to attend a CSU you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from HIGH SCHOOL. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC you must meet requirements for coursework, GPA, and test scores, or rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

[www.ccco.edu](http://www.ccco.edu) – This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

[www.assist.org](http://www.assist.org) – This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

[www.csumentor.edu](http://www.csumentor.edu) – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ds/si/rp](http://www.cde.ca.gov/ds/si/rp).

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

### CARLMONT HIGH SCHOOL

1400 Alameda delas Pulgas, Belmont, 94002-3583

Tammy DePaoli, Head Guidance Advisor

(650) 595-0210

(650) 595-0210, Ext. 3224

### MENLO-ATHERTON HIGH SCHOOL

555 Middlefield Road, Atherton, 94027-3484

Silvia Torres Garcia, Head Guidance Advisor

(650) 322-5311

(650) 322-5311, Ext. 5139

### REDWOOD HIGH SCHOOL

1968 Old County Road, Redwood City, CA 94063-1073

Suzanne Wells, Head Counselor

(650) 369-1411

(650) 369-1411, Ext. 7267

### SEQUOIA HIGH SCHOOL

1201 Brewster Avenue, Redwood City, cA 94062-1378

Dolores Sleeper, Head Guidance Advisor

(650) 367-9780

(650) 367-9780, Ext. 6259

### WOODSIDE HIGH SCHOOL

199 Churchill Avenue, Woodside, CA 94062-1152

Maureen Campbell, Head Guidance Advisor

(650) 367-9750

(650) 367-9750, Ext. 4317

## Education Code 48205 Excused Absences

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

(1) Due to his or her illness.

(2) Due to quarantine under the direction of a county or city health officer.

(3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

(5) For the purpose of jury duty in the manner provided for by law.

(6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

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

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**SEQUOIA UNION HIGH SCHOOL DISTRICT**  
 Redwood City, California  
**2008-2009 Calendar**

MONTH	DAYS OF SCHOOL	NON-INSTRUCTIONAL DAYS
	STUDENT DAYS	
August 4-8	0	
August 11-15	0	August 11-14 New Teacher Institute; August 15 New Teacher Day
August 18-22	2	Aug 18 SB 1193; Aug 19-20 Pre School Days; Aug 21 - First Day of School
August 25 – 29	5	
September 1-5	4	September 1 – Labor Day
September 8-12	5	Back to School Week
September 15-19	5	End progress report period
September 22-26	5	
Sept 29 – Oct 3	5	
October 6-10	5	
October 13-17	5	
	41	End of First Report Period
October 20-24	5	
October 27 – 31	5	
November 3-7	5	
November 10-14	4	Nov 11 - Veteran's Day Observance; Nov 14 – End of Progress Report Period
November 17-21	5	
November 24 – 28	3	November 27-28 – Thanksgiving Holidays
December 1-5	5	
December 8-12	5	
December 15-19	4	December 19 – Semester Break; Teacher work day
	41	End of Second Report Period
		<b>END OF FIRST SEMESTER</b>
December 22-26	0	Winter Break (December 24-26 - Classified & Administrative Holidays)
December 29-January 2	0	Winter Break (January 1-2 – Classified & Administrative Holidays)
January 5-9	3	January 5-6 – SB 1193 Staff Development Days
January 12-16	5	
January 19-23	4	January 19 – M. L. King Holiday
January 26 – 30	5	
February 2-6	5	End progress report period
February 9-13	4	February 13 - Lincoln's Holiday
February 16-20	4	February 16 - President's Holiday
February 23 – 27	5	
March 2-6	5	
March 9-13	5	
	45	End of Third Report Period
March 16-20	5	
March 23-27	5	
March 30-April 3	5	
April 6-10	0	Spring Vacation (April 9-10 – Classified & Administrative Holidays)
April 13-17	5	
April 20-24	5	End progress report period
April 27 – May 1	5	
May 4- 8	5	
May 11-15	5	
May 18-22	5	
May 25-29	4	May 25 – Memorial Day
June 1-5	4	June 5 - Graduation Day; Last teacher work day
	53	End of Fourth Report Period
		<b>END OF SECOND SEMESTER</b>

1<sup>st</sup> Report Period    41  
 2<sup>nd</sup> Report Period    41  
                                   82

3<sup>rd</sup> Report Period    45  
 4<sup>th</sup> Report Period    53  
                                   98

180 Instruction Days  
 2 Pre-School Days  
 2 End of Semester Days  
 3 Staff Development Days  
 187 Certificated Work Days

**ADDRESSES  
SEQUOIA DISTRICT HIGH SCHOOLS**

**Andrea Jenoff, Principal**  
**CARLMONT HIGH SCHOOL**  
1400 Alameda de las Pulgas  
Belmont, CA 94002-3585  
Telephone: 595-0210  
[www.carlmont.org](http://www.carlmont.org)

**Marshall Burgamy, Principal**  
**REDWOOD HIGH SCHOOL**  
1968 Old County Road  
Redwood City, CA 94063-1099  
Telephone: 369-1411  
[www.redwood.seq.org](http://www.redwood.seq.org)

**Matthew Zito, Principal**  
**MENLO-ATHERTON HIGH SCHOOL**  
555 Middlefield Road  
Atherton, CA 94027  
Telephone: 322-5311  
[www.mabears.seq.org](http://www.mabears.seq.org)

**Morgan Marchbanks, Principal**  
**SEQUOIA HIGH SCHOOL**  
1201 Brewster Avenue  
Redwood City, CA 94062-1378  
Telephone: 367-9780  
[www.sequoia.org](http://www.sequoia.org)

**David Reilly, Principal**  
**WOODSIDE HIGH SCHOOL**  
199 Churchill Avenue  
Woodside, CA 94062-2306  
Telephone: 367-9750  
[www.woodsidehs.org](http://www.woodsidehs.org)

The Parent Notification & Information Handbook was  
prepared by  
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