

Kerman Unified School District

Rights and Responsibilities

References to Board Policies and Laws:

■ KUSD's Board Policies and Administrative Regulations may be amended from time to time. Current Board Policies and Administrative Regulations may be accessed at:

<https://www.kermanusd.com/domain/37>.

■ References to the Education Code and other laws in this document are subject to change as state and federal laws are passed or amended. If there is any conflict between any provision in this document and any provision in applicable laws, the provision in the applicable law shall govern. The Education Code can be accessed at www.leginfo.ca.gov/faces/codes.html or by calling the California Department of Education at (916) 319-0800.

Notice of Non-Discrimination:

The Kerman Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. Discrimination is also prohibited on other basis protected by federal, state, or local law, ordinance, or regulation. The above prohibition applies to all acts related to school activity or school attendance within a school under the jurisdiction of the KUSD, including acts of the Board and Superintendent.

Further, KUSD does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, consistent with Title IX of the Education Amendments of 1972 ("Title IX"). KUSD's nondiscrimination policy and grievance procedures are available at: <https://www.kermanusd.com>. Complaints or reports of conduct that may constitute sex discrimination may be directed to the applicable Title IX Coordinator. Inquiries about the application of Title IX may be referred to the applicable Title IX Coordinator listed below and/or the Office for Civil Rights. See Board Policies No. 4030 – Nondiscrimination in Employment; 5145.3 – Non-Discrimination/Harassment; 5145.7 – Sexual Harassment; and 4119.12, 4219.12, 4319.12/5145.71

For questions, contact KUSD's Title IX Coordinator and Equity Compliance Officer, Sandeep Jaspal, Ed.D., Assistant Superintendent, Educational Services, 15218 W. Whitesbridge, Kerman, CA 93630, (559) 843-9030, sandeep.jaspal@kermanusd.com; For questions or complaints about student concerns or employee concerns, contact Assistant Superintendent, Personnel, Gabe Melgoza, 15218 W. Whitesbridge, Kerman, CA 93630, (559) 843-9009, gabe.melgoza@kermanusd.com.

Additions and Changes to Student and Parent Rights Based on Federal or State Laws:

1. Effective January 1, 2024, Assembly Bill (AB) 659, known as the Cancer Prevention Act, added Education Code section 48980.4, which require school districts and other local educational agencies, commencing with the 2024 – 2025 school year, to include in the annual notification to parents and guardians of pupils in kindergarten through grade 12 a statement about the State’s public policy advising students to follow current immunization guidelines regarding full immunization against human papillomavirus (HPV) before admission or advancement to eighth grade. The information is provided under A1 below.
2. Effective January 1, 2024, Assembly Bill (AB) 889, requires that local educational agencies notify parents and guardians about the dangers associated with using unprescribed synthetic drugs, such as fentanyl. According to the U.S. Drug Enforcement Administration (DEA) website, deadly doses of fentanyl have been found in fake/counterfeit versions of Adderall, Xanax, and Oxycodone, among other medications. The information is provided under A2 below.
3. Assembly Bill (AB) 1503, amended Section 48205 of the Education Code regarding excused absences, to increase the time frame for an excused absence for participation in a religious retreat from four hours to one full school day per semester. The information is provided under A1 below.
4. Senate Bill (SB) 350, also amended Education Code section 48205, to increase the time frame for an excused absence from three days to five days to allow for attendance at funeral services for, or to grieve the death of, an immediate family member. The bill further provides for an additional excused absence for a period of not more than three (3) days for students to seek grief support services, access services from a victim services organization or agency, or to participate in safety planning, related to the death of an immediate family member. For the purposes of this type of excused absence, SB 350 expands the definition of “immediate family” to include a person, as determined by the student’s parent or guardian, to be in such close association with the student as to be considered the student’s immediate family. The information is provided under C1 below.
5. Assembly Bill (AB) 1078 authorizes certain complaints regarding availability of textbooks or instructional materials to be filed directly with the State Superintendent of Public Instruction. The information is provided under A6 below.
6. The California College Guidance Initiative (CCGI) works with California school districts to make applying for college and student financial aid a more streamlined experience for students. The CCGI currently receives enrollment data for all public school students in grades 6-12 from the California Department of Education (CDE). For more information about the CCGI, visit their website at <https://www.californiacolleges.edu/#/>. The information is provided under A5 below.

Notice of Parental Rights:

The following is a list of the rights you have as a parent or guardian of a child in public school. The rights listed are granted by federal or state laws and regulations.

A1. Student Discipline and Attendance. You have the right as a Parent/Guardian:

- To obtain a copy of the governing board's rules and regulations on student discipline. (Educ. Code § 35291) Board Policy and Administrative Regulation No. 5144 – Student Discipline can be accessed at: <https://www.kermanusd.com/domain/37>.
- To be informed that you may be required to attend your child's class if he or she is suspended for unruly or disruptive conduct. (Educ. Code §§ 48900.1, 48914)
- To apply for enrollment of your child in a district whose boundaries in which you are employed at least 10 hours per school week; however, the district may have the right to deny the application under certain conditions. (Educ. Code § 48204(b))
- To apply for enrollment of your child in a school district in which you are employed and where you and your child live at your place of employment for a minimum of three days during the school week. (Educ. Code § 48204(a)(7))
- To be informed that a student complies with a school district's residency requirements for school attendance if the student's parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. School districts must accept applications by electronic means for enrollment, including enrollment in a specific school or program within KUSD, and for course registration. The parent must provide proof of residency in KUSD within 10 days after the published arrival date provided on official documentation. (Educ. Code § 48204.3)
- To request information about enrollment in alternative schools. (Educ. Code § 58501) Please see B4.
- To excuse a child from school to attend religious exercises or classes upon written notice. Such absences may not exceed four days per month. An excused child must nevertheless maintain his or her attendance at the minimum level of school days required for his or her grade. (Educ. Code § 46014)
- To excuse a child from school for justifiable personal reasons upon written notice and approval by the principal or designated representative. Personal reasons may include attendance at a religious retreat, not to exceed one day per semester, and the observance of a religious holiday or ceremony. (Educ. Code § 48205)
- To be informed that the Governing Board, pursuant to Education Code section 44808.5, has decided to permit eligible Sophomores, Juniors and Seniors enrolled at Kerman High School to leave their respective school grounds during the lunch period only. Neither KUSD nor any officer or employee thereof will be liable for the conduct or safety of any high school student during such time as the student has left the school grounds. (Educ. Code § 44808.5)
- To be informed and have access to the KUSD's board policy on sexual harassment as it relates to students. (Educ. Code §§ 231.5 and 48980(g)) Please see D7, Sexual Harassment.
- To be informed and have access to all current statutory attendance options and local attendance options. Parents will receive a written description of all options for meeting residency requirements for school attendance, all programmatic options offered within the local attendance areas, and any special programmatic options available on both an inter-

district and intra-district basis. The notice will include a description of the procedure for application for alternative attendance areas or programs, an application form for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. (Educ. Code § 48980 (h), (i)) Please see B1.

- To be informed that a student whose temporary disability makes school attendance impossible or inadvisable, must receive individual instruction either:
 - (1) at home provided by the school district in which the student resides; or
 - (2) in a hospital or other residential health facility, excluding state hospitals, provided by the school district in which the hospital or residential health facility is located.

“Temporary disability” means a physical, mental or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program to which the student can reasonably be expected to return. “Temporary disability” does not include a disability that would qualify a student as a “student with exceptional needs” under Education Code section 56026. (Educ. Code § 48206.3(b)(2)) A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. (Educ. Code § 48207) Individual instruction in a student’s home must commence no later than five working days after a school district determines that the student shall receive this instruction. (Educ. Code § 48207.5) When a student receiving individual instruction is well enough to return to school, s/he must be allowed to return to the school that s/he attended before receiving individual instruction, if the student returns during the school year in which the individual instruction was initiated. (Educ. Code § 48207.3) Absences from the student’s regular school program due to the student’s temporary disability are excused until the student is able to return to the regular school program. (Educ. Code § 48240 (c))
- Parents are also entitled to notice of the availability of resources to assist economically disadvantaged students. (Educ. Code § 35183)
- To be informed that KUSD will notify your child's teacher(s), in confidence, if your child has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Education Code section 48900 or in section 48900.2, 48900.3, 48900.4, or 48900.7. KUSD will also notify appropriate staff members of information about your child received from the court or law enforcement agency. The information provided to the teacher(s) and staff members will be based on written records that KUSD maintains or receives from the court or a law enforcement agency regarding your child. (Educ. Code §§ 48267, 49079)
- To be informed that foster children must be allowed to continue their education at their school of origin. When a student’s foster student status is terminated by the juvenile court during the school year, former foster students in grades K-8 must be allowed to finish the school year in their school of origin. Former foster students in high school must be allowed to continue attending their schools of origin through graduation. (Educ. Code §§ 48204(a)(2), 48853.5(e))

- All children in the United States have a constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.

- All children have the right to a free public education.
- All children ages 6 to 18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from bullying, discrimination, harassment, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a social security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event of an emergency.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

For more information, please see the resources developed by the California Attorney General at <https://oag.ca.gov/immigrant/resources>. (Educ. Code § 234.7)

Additional detailed information on reasons for suspension and expulsion can be found in Education Code section 48900 at <https://leginfo.legislature.ca.gov/faces/codes.xhtml>.

A2. Student Health. You have the right as a Parent/Guardian:

- To be informed that school authorities will notify students in grades 7 to 12 that they may be excused from school for the purpose of obtaining confidential medical services without your consent. (Educ. Code § 46010.1)
- To be informed that your child must be immunized against certain diseases before being admitted to school, unless exempted pursuant to applicable laws.
- To be informed that for pupils admitted to, or advancing to, the sixth grade, the state's public policy described in subdivision (a) of Section 120336 of the Health and Safety Code, advises that the pupil adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices of the federal Centers for Disease Control and Prevention, the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth grade level. (Educ. Code § 48980.4) 48985.5)
- To be informed about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl. Parents or guardians shall also be informed of the possibility that dangerous synthetic drugs can be found in counterfeit pills. (Educ. Code § More information can be accessed here: <https://www.cdc.gov/stopoverdose/caring/fentanyl-facts.html>.)
- To request assistance in administering prescription or over the counter medication to your child during school hours. Such assistance requires your written authorization and written authorization of a physician or surgeon or an order from an authorized physician's assistant or nurse practitioner detailing the medication name, method, amount, and time schedules for taking the medication. Medication must be in the original container. (Educ. Code §§ 49423 and 48980; 5 Cal. Code Regs. §§ 600-611) More details are set forth in Board Policy and Administrative Regulation No. 5141.21.
- To provide a written statement to KUSD allowing your child to carry and self-administer auto-injectable epinephrine and/or inhaled asthma medication. A California board certified physician or surgeon's written statement confirming that your child is able to self-administer the medication and detailing the name of the medication, the method, amount and time schedules for administration must also accompany the request. In the case of autoinjectable epinephrine, a physician's assistant or nurse practitioner may also provide this written statement. The parent or guardian must also: (1) consent in writing to the selfadministration, (2) provide a release for the school nurse or other designated school personnel allowing them to consult with the student's physician, and (3) agree to release KUSD and school personnel from civil liability in the event of an adverse reaction to the medication. These written statements must be provided to the school at the beginning of each school year or more frequently if the medication, dosage, frequency of, or reason for, the administration changes. (Educ. Code §§ 48980, 49423) More details are set forth in Board Policy and Administrative Regulation No. 5141.21.

- To be informed of your obligation to notify appropriate school personnel (e.g., school nurse or designated employee) of your child's continuing medication regimen for a non-episodic condition. With your consent, the school nurse may communicate with your child's physician and may counsel school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. (Educ. Code § 49480) More details are set forth in Board Policy and Administrative Regulation No. 5141.21.
- To be informed that site emergency epinephrine auto-injectors are available to school nurses and trained voluntary personnel to be used to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Educ. Code § 49414) More details are set forth in Board Policy and Administrative Regulation No. 5141.21.
- To exempt your child from any physical examination upon your written notification. California mandated screenings for dental, vision, and hearing are performed periodically and may be waived also with written notification. However, where there is good reason to believe that your child is suffering from a recognized contagious or infectious disease, your child will be sent home and will not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist. (Educ. Code §§ 49451 and 48980)
- To purchase insurance for medical and hospital services for your child's injuries while participating in athletic activities since KUSD does not provide such medical and hospital services. (Educ. Code §§ 49471, 49472, 48980)
- Child Nutrition Center shall conduct automated data matching using information provided by the California Longitudinal Pupil Achievement Data System (CALPADS) to attempt to directly certify pupils/families with unpaid meal charges for free and reduced-price meal benefits. If a student does not qualify for a free and reduced meal and a meal account carries a negative balance, CNC, in collaboration with the site, shall notify parents of the negative balance through a letter sent to the home address, a phone call or text message, or an email to the parent or guardian as notification of unpaid meal charges. Under Board Policy No. 3551 – Food Service Operations/Cafeteria Fund, the parents/guardians of a student shall be responsible for paying to KUSD the cost of meals provided by CNC. If there are unpaid meal charges on the student meal account, the parents/guardians shall be responsible for outstanding meal charges.
- To be notified of all pesticides that KUSD expects to apply during the year. Please contact the Maintenance and Operations Department at (559) 843-9050 if you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents or guardians who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, KUSD will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such sign will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior sign posting may not be feasible but a warning sign will be posted immediately upon application of the pesticide. For additional information regarding pesticides and pesticide use, please visit the Department of Pesticide Regulation's website at www.cdpr.ca.gov. (Educ. Code §§ 48980.3, 17612) Please refer to the Notification of Planned Pesticide Use in E3.

A3. Student Records. You have the right as a Parent/Guardian:

- To be notified of KUSD Board Policies concerning student records maintained by KUSD. (Educ. Code § 49063; 34 Code of Federal Reg. Part 99.7) Please see G1.
- To know that your child's right to privacy prohibits the release of confidential information in your child's records to individuals other than yourself, your child (if 16 or older or having completed the 10th grade), or certain authorized individuals. (Educ. Code. §§ 49060 et seq) Certain entities, such as military recruiters and institutions of higher education, are authorized under federal law to access student directory information unless the parents request in writing that the student's name, address, and telephone number not be released without prior written consent. Parents' choice to withhold directory information should be indicated on the Pupil Release of Information Card (Green Card) included in the annual registration materials and returned to your child's school at the start of each school year. (20 U.S.C. § 1232g; 20 U.S.C. 7908; 34 C.F.R. § 99.37(a)(3))
- To be made aware of the following Homeless Students/Release of Directory Information: Written consent of the parent or that of the student, if accorded parental rights, must be obtained before directory information pertaining to a homeless student may be released. (Educ. Code § 49073(c); 20 USC § 1232g)
- To consent to disclosure of personally identifiable information contained in your child's records, except to the extent disclosure without consent is permitted by law (e.g., subpoena, or court order). (Educ. Code § 49076 et seq) To file a complaint with the United States Department of Health, Education, and Welfare concerning alleged failure by KUSD to comply with the requirements of the General Education Provisions Act (20 U.S.C. § 1232(e)).
- To file a complaint with the United States Department of Education concerning alleged failures by KUSD to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA). The name and address of the office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920. (Educ. Code § 49063(j))
- School officials may be authorized to inspect student records if a legitimate educational interest exists and if the official needs to review an educational record to fulfill his or her professional responsibilities. A school official is a person employed by KUSD as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the governing board, a person or company with whom KUSD has contracted to perform a special task (such as attorney, auditor, consultant, or therapist), or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing his or her tasks. (FERPA, 34 C.F.R. Part 99.7(a)(3)(iii) and 99.31(a)(1); Educ. Code §§ 49063(d), 49064, 49076)
- KUSD will forward student records, including suspension and/or expulsion disciplinary records to other schools that have requested the records and in which the student seeks or intends to enroll. (FERPA, 34 C.F.R. Part 99.7, 99.34(a)(ii))

A4. Student Instruction. You have the right as a Parent/Guardian:

- To substantiate your child's moral objection to dissecting, destroying, or otherwise harming animals as part of an education project. Teachers of courses utilizing dead animals or animal parts will inform students of their right to object to participate in a particular project involving the harmful or destructive use of animals. Your written note attesting to your child's objection may, at the teacher's option, entitle your child to participation in an alternative education project or to be excused from the project altogether. (Educ. Code § 32255, 32255.6)
- To have your child with a temporary disability receive individual instruction if attendance at school is impossible or inadvisable and to be informed of your obligation to notify KUSD of your child's presence in a qualifying hospital. Individual instruction may be provided at your child's home or in a hospital or other residential health facility. (Educ. Code § 48206.3 et seq., 48208) For further information, please refer to A.1, above.
- To be informed of KUSD programs for students with exceptional needs, including your right to have your child placed in an appropriate program and to be consulted about the assessment and placement of your child. Students with exceptional needs have a right to a free appropriate public education and, as authorized by law and in accordance with a student's individualized education program, to be exempted from certain coursework and requirements. (Educ. Code § 56000 et seq, 51225.31)
- To be informed, in writing, of comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors planned for the coming year. You also have the right to: (a) inspect the written and audiovisual education materials used for this instruction and to request a copy of Education Code sections 51930-51939; (b) be informed whether this instruction will be taught by KUSD personnel or by outside consultants; and (c) request in writing that your child be excused from all or part of any comprehensive sexual health education/HIV prevention education. This notice does not apply to human reproductive organs that may appear in textbooks, adopted pursuant to law, if the textbook does not include other elements of comprehensive sexual health education or HIV prevention education. (Educ. Code §§ 51937, 51938, 51939, 48980) Additional information, policies or notices will be provided when such activity takes place or before the particular subject is taught.
- To request in writing that your student be excused from any part of a school's instruction in health which conflicts with your religious training and beliefs. (Educ. Code § 51240)
- To be notified when a teacher has determined that your child is in danger of failing a course. (Educ. Code §§ 49063, 49067)
- To have no test, questionnaire, survey or examination which has questions about your or your child's beliefs and practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) be administered without prior notification and written permission of the parent or guardian. Parents may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be

used in connection with any survey, analysis or evaluation. (Educ. Code §§ 51513, 60614; 20 U.S.C. 1232h(a), (b))

- To request a meeting to review instructional materials and discuss the curriculum of your child's course. (Educ. Code §§ 49063(k) and 49091.14; Every Student Succeeds Act, 114 P.L. 95, 129 Stat. 1802, 2015 Enacted S. 1177, 114 Enacted S. 1177)
- To be notified, at least once, in advance of career counseling and course selection commencing with course selection for grade 7 so that you may participate in the counseling sessions and decisions. (Educ. Code § 221.5(d))
- To be notified of minimum days or staff development days where students would not have school. (Educ. Code § 48980 (c)) A complete school calendar reflecting all school holidays and minimum days is available online at <https://www.kermanusd.com/Calendar>.
- Before any student may access the Internet through KUSD, the appropriate orientation and instruction will be required. All students and their parents/guardians shall sign the Student User Agreement indicating that the student understands and agrees to abide by specified user obligations and responsibilities. Students understand that any violations may result in disciplinary action, the revocation of their use privilege, and/or appropriate legal action.
- To be made aware of the KUSD's parent involvement program and policy, Board Policy No. 6020. (Educ. Code 11500 et seq., 20 USC § 6318(b), (c))
- For schools receiving Title I funding, to request information regarding the professional qualifications of your child's teacher or any paraprofessional serving your child. (20 U.S.C. § 6311(h)(6))
- To be informed of the availability of state funds to cover the costs of Advanced Placement and/or International Baccalaureate examination fees. (Educ. Code § 48980(k))

A5. College Admissions and Career Technical Education Annual Notification:

1. California College Guidance Initiative Data Sharing (Education Code section 60900.5(d).) The California College Guidance Initiative (CCGI) works with California school districts to make applying for college and student financial aid a more streamlined experience for students. The CCGI currently receives enrollment data for all public school students in grades 6-12 from the California Department of Education (CDE). For more information about the <https://www.californiacolleges.edu/#/>. CCGI, visit their website at:

2. For information regarding college admission requirements, please refer to the KHS Course Description Catalog, located on the district's website at: <https://www.kermanusd.com>. Parents and guardians are encouraged to call the High School Innovations and Initiatives Office of the California Department of Education at (916) 319-0388 with questions regarding college admissions.

3. Career Technical Education (CTE) engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society. For a list of KUSD CTE Career Pathway courses, please refer to the KHS Website. Parents and guardians are encouraged to visit the California Department of Education website for information on Career Technical Education at www.cde.ca.gov/ci/ct For information regarding the selection of courses that will meet college admission requirements, enrollment in CTE, or both, contact your child's high school counselor. Parents and guardians are also encouraged to contact the Educational Options Office of the California Department of Education at (916) 445-5595. Annually, KUSD counselors will schedule a meeting with

every student in grades 9-12 to review chosen courses of study. Additionally, a student in grades 9-12 may at any time request a meeting with his/her counselor through the high school counseling center.

A6. Miscellaneous

1. Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972: Prohibits discrimination on the basis of race, color, national origin, or sex in federally financed education programs or activities. KUSD does not discriminate in admission or access to its programs or activities. Any questions or concerns concerning noncompliance can be directed to your school principal. (20 U.S.C. §§ 1681 (sex and blindness) and 1684, 42 U.S.C. § 2000d (race, color, national origin); 34 C.F.R. §§ 100.3, 100.6, 106.9 (sex))

2. Discrimination: Is prohibited in any program which receives state financial assistance on the basis of gender (includes gender identity and expression), age, race (includes ancestry, color, ethnic group identification and ethnic background), national origin, immigration status, religion (includes all aspects of religious belief, observance and practice), mental or physical disability, genetic information, sexual orientation, or because a person is perceived to have one or more of the above characteristics or because a person associates with a person or group with one or more of these actual or perceived characteristics. Intimidation or bullying based on these actual or perceived characteristics are also prohibited. Complaints may be filed with the Superintendent under the KUSD's Uniform Complaint Procedures. (Educ. Code §§ 200, 220; Penal Code § 422.55; Govt. Code § 11135; 5 CCR § 4610(c). 5 CCR § 4622)

3. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act: Prohibits discrimination against qualified handicapped persons in federally financed education programs or activities. KUSD does not discriminate in admission or access to its programs or activities. (34 C.F.R. § 104.8; 28 C.F.R. § 35.106) Please contact our Director of Pupil Personnel Services at (559) 843-9028 with any questions.

4. Uniform Complaint Procedures Annual Notice:

California law requires school districts to adopt and provide uniform complaint procedures to investigate and resolve certain complaints. (Educ. Code § 33315, CCR § 4600 et seq) This annual notice is being provided to comply with Section 4622 of Title 5 of the California Code of Regulations.

KUSD maintains uniform complaint procedures as set forth in Board Policy and Administrative Regulation No. 1312.3 for investigating and resolving complaints that are required by law to be submitted pursuant to KUSD's uniform complaint procedures. Board Policy No. 1312.3 sets forth the types of complaints that are subject to investigation and resolution under KUSD's uniform complaint procedures. A copy of Board Policy No. 1312.3 as well as the accompanying administrative regulation and exhibits are attached to the Appendix and may also be found on the KUSD's website at:

<https://www.kermanusd.com/domain/37>.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. (Educ. Code § 49011) Complaints regarding unlawful pupil fees may be filed under KUSD's uniform complaint procedures. (Educ. Code § 49013)

KUSD has designated Assistant Superintendent, Personnel, Gabe Melgoza, 15218 W. Whitesbridge, Kerman, CA 93630, (559) 843-9009, gabe.melgoza@kermanusd.com as the Compliance Officer to

receive and investigate complaints that fall within the KUSD's uniform complaint procedures and ensure KUSD's compliance with law.

Any complainant may file and appeal a written complaint in accordance with the procedures in Administrative Regulation No. 1312.3. Copies of the complaint forms are available free of charge at the District Office, or from the KUSD website at <https://www.kermanusd.com/domain/37>.

The investigation of the complaint shall be conducted in accordance with KUSD's procedures in Administrative Regulation No. 1312.3. (5 CCR § 4631) A complainant may appeal a KUSD investigation report by filing a written appeal to the CDE within 30 days of the date of KUSD's investigation report. (5 CCR § 4632) A complainant may seek assistance from mediation centers or his/her attorneys. Civil law remedies that may be imposed by a state or federal court include, but are not limited to, injunctions, restraining orders, or other remedies or orders. (Educ. Code § 262.3) A person who alleges that he/she is a victim of discrimination may not seek civil law remedies until at least 60 days have elapsed from the filing of an appeal with CDE, except that such time limitation does not apply to injunctive relief. (Educ. Code § 262.3) Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office of Civil Rights (OCR) at www.ed.gov/ocr generally within 180 days of the alleged discrimination unless OCR grants a waiver of the timeline.

Additionally, any individual, public agency or organization may file complaints about the insufficiency of textbooks and instructional materials, teacher vacancy or misassignment, facilities conditions. Such complaints are subject to the procedures set forth in Administrative Regulation No. 1312.4 – Williams Uniform Complaint Procedures.

Notwithstanding the foregoing, a complaint that more than one pupil does not have sufficient textbooks or instructional materials, as defined in subdivision (c) of Education Code section 60119, as the result of an act by the governing board of a school district, or the governing board's failure to act to remedy the deficiency, may be filed with the State Superintendent of Public Instruction directly pursuant to Education Code section 243.

5. School Accountability Report Card: You may request a copy of the School Accountability Report Card which is issued annually for each KUSD school. (Educ. Code § 35256) A copy may also be found on the school's website at <https://www.kermanusd.com>.

6. Asbestos Management Plan: You may request to review the complete updated management plan for asbestos containing material in school buildings. (40 C.F.R. § 763.93)

7. Physical Education: According to Education Code section 51210(a)(7), KUSD is required to provide, in the elementary setting, not less than 200 minutes each 10 schooldays, exclusive of recesses and the lunch period, physical education. Any complaints related to KUSD's failure to adhere to this requirement may be filed under KUSD's Uniform Complaint Procedures, BP/AR 1312.3, which is included in this handbook.

8. Rights of Homeless and Foster Youth/Uniform Complaint Procedures: (a) KUSD's uniform complaint procedures (BP/AR 1312.3) cover complaints pertaining to the education of homeless students and students in foster care, including, but not limited to, KUSD's failure to:

- (1) allow a foster child to remain in his/her school of origin while resolution of a school placement dispute is pending;

- (2) place a foster child in the least restrictive educational programs and provide access to academic resources and services, and extracurricular and enrichment activities available to all students and make educational and school placement decisions based on the best interests of the child;
- (3) provide educational services for foster children living in emergency shelters;
- (4) designate a staff person as the educational liaison for foster children. The educational liaison must ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children, and assist foster children when transferring from one school or district to another by ensuring the proper transfer of credits, records and grades;
- (5) compile and transfer the complete educational record, including full or partial credits earned and the current classes and grades, of a transferring foster child to the next educational placement;
- (6) ensure the proper and timely transfer between schools of students in foster care;
- (7) within two business days of receipt of a transfer request or notification of enrollment from the new local educational agency, transfer the student and deliver the student's complete educational information and records to the next educational placement; and
- (8) ensure that no lowering of grades will occur as a result of a foster student's absence due to a change in placement by a court or placing agency, or due to a verified court appearance or related court activity. (Educ. Code §§ 48853, 49069.5, 51225.1, 51225.2)(b))

Complaints alleging violations of these certain educational rights of students in foster care and homeless students are subject to KUSD's Uniform Complaint Procedures, BP/AR 1312.3. A complainant who is not satisfied with KUSD's decision may appeal to the CDE and receive a written decision from the CDE within 60 days.

9. Graduation and Coursework Requirements for Student in Foster Care, Student Who is Homeless Child or Youth, Former Juvenile Court School Student, Student Who is Child of Military Family, Student Who is Migratory Child, or Student Participating in New Comer Program/Uniform Complaint Procedures. A newcomer program is a program designed to meet the academic and transitional needs of newly arrived immigrant students, with the development of English language proficiency as the primary objective. (Educ. Code § 51225.2(a)(5))

a) The following rights apply to a student in foster care, a student who is a homeless child or youth, a former juvenile court school student, a student who is a child of a military family, a student who is a migratory child, or a student participating in a new comer program (Educ. Code §§ 51225.1 – 51225.2):

(1) Within 30 days of transferring, after the completion of the second year of high school, students must be notified that s/he may be exempt from local graduation requirements and that this exemption continues after the court's jurisdiction over a foster child ends when a homeless student:

- (i) is no longer homeless, and is no longer under the jurisdiction of a juvenile court,
- (ii) no longer lives in the household of an active duty service member, or

(iii) no longer meets the definition of migratory child and/or a student participating in a newcomer program.

(2) Accept coursework satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency, even if the student did not complete the entire course; and must issue full or partial credit for the coursework completed. For students living in active duty military households, public schools include schools operated by the United States Department of Defense.

(3) Students may not be required to retake a course satisfactorily completed elsewhere. If the student did not complete the entire course, KUSD may not require that the student retake the portion already completed, unless KUSD, in consultation with the holder of the student's educational rights, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a course, the student must be enrolled in the same or equivalent course in order to continue and complete the entire course.

(4) Students may not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or University of California.

(5) Exempt students transferring between schools at any time after the completion of his/her second year of high school from all coursework and other requirements adopted by the KUSD Governing Board that are in addition to the statewide coursework requirements for graduation found in Education Code section 51225.3, unless KUSD makes a finding that the student is reasonably able to complete KUSD's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

(6) For students deemed reasonably able to complete KUSD's graduation requirements within the student's fifth year of high school, KUSD must do all of the following: (a) inform the student of his/her option to remain in school for a fifth year to complete KUSD's graduation requirements; (b) inform the student, and the person holding the right to make educational decisions for the student, about how remaining in school for a fifth year to complete KUSD's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution; (c) provide information to the student about transfer opportunities available through the California community colleges; and (d) upon agreement with an adult student or with a minor student's educational rights holder, permit the student to stay in school for a fifth year to complete KUSD's graduation requirements.

(7) Within 30 calendar days of the school transfer, KUSD must notify a student who may qualify for the exemption from local graduation requirements, his or her parent/guardian, the person holding the right to make educational decisions for the student, the foster youth's social worker, a former juvenile court student's probation officer, and, in the case of homeless students, the KUSD liaison for homeless students, of the availability of the exemption from local graduation requirements and whether the student qualifies for the exemption. If KUSD fails to provide timely notice of these rights, the student will be eligible for the local graduation requirements exemption even after the student is no longer: (a) homeless, (b) in foster care, (c) under the juvenile court's jurisdiction, (d) a migratory child or a student

participating in a newcomer program as defined, or (e) living in the household of an active duty military service member, if the student otherwise qualifies for the exemption.

(8) Students exempted from local graduation requirements who complete statewide coursework requirements before the end of their fourth year of high school may not be required or asked to graduate before the end of their fourth year of high school, if otherwise entitled to remain in attendance.

(9) If a student is exempted from local graduation requirements, KUSD must notify the student and the student's educational rights holder of how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and must provide information about transfer opportunities available through the California community colleges.

(10) Students eligible for the exemption from local graduation requirements and who would otherwise be entitled to remain at the school shall not be required to accept the exemption or be denied enrollment in, or the ability to complete, courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements.

(11) If a student is not exempted from local graduation requirements or has previously declined the exemption, KUSD must exempt the student at any time if he/she requests and qualifies for the exemption.

(12) Once exempted from local graduation requirements, KUSD shall not revoke the exemption.

(13) If a student in foster care is exempted from local graduation requirements, the exemption must continue to apply after the termination of the court's jurisdiction over the student while he/she is enrolled in school or if the student transfers to another school or school district.

(14) If a homeless student is exempt from local graduation requirements, the exemption must continue to apply after the student is no longer homeless while he/she is enrolled in school or if the student transfers to another school or school district.

(15) If a former juvenile court school student is exempt from local graduation requirements, the exemption must continue to apply after the termination of the court's jurisdiction over the student while he/she is enrolled in school or if the student transfers to another school or school district.

(16) For students living in active duty military households, the exemption will continue to apply after: (a) a student transfers to another school or school district, or (b) a student no longer meets the child of military family definition.

(17) For a student who is a migratory child and/or is participating in a newcomer program, the exemption will continue after the student no longer meets the definition of migratory child and/or a student participating in a newcomer program, respectively.

(18) KUSD may not require or request that students transfer schools to be exempt from local graduation requirements.

(19) Transfer requests may not be made on a student's behalf solely to qualify the student for an exemption under this section.

(20) If a student is reasonably able to meet local graduation requirements and does not qualify for a graduation credit exemption, KUSD will reevaluate eligibility and provide written notice whether the pupil qualifies for the exemption within the first 30 calendar days of the following academic year.

10. Juvenile Court Students Who Have Qualified for a Diploma - Graduation Requirements and Continuing Education Options. Juvenile court students who have qualified for a diploma have additional rights related to deferring or declining the issuance of a diploma to take additional coursework, continuing their education upon release from the juvenile detention facility, and community college transfer opportunities. (Educ. Code § 48645.7)

11. Parent Involvement. Board Policy and Administration Regulation No. 6020 outlines parent involvement regarding categorical programs.

12. Accident Insurance. KUSD does not provide medical or accident insurance for students for school related injuries. Families without insurance may purchase school-time insurance from a third party by visiting www.myers-stevens.com or by contacting their school for a brochure.

13. Co-Curricular or Extra-Curricular Activities. Students participating in KUSD co-curricular or extra-curricular activities must provide verification of insurance in accordance with Board Policy No. 5143 - Insurance.

14. Field Trips. Students participating in school field trips must obtain written parental permission and a waiver of liability. All persons participating in any field trips shall be deemed to have waived all claims against KUSD or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip. All adults taking out-of-state field trips and all parents or guardians of pupils taking out-of-state field trips shall sign a statement waiving all claims. (Educ. Code § 35330(d))

KUSD maintains a commitment to how staff should interact with students as required by Education Code section 44050, KUSD provides that commitment to parents. KUSD measures success by the progress of each student toward achievement of his maximum potential. KUSD, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. KUSD recognizes the importance of cooperative relationships with other community institutions, especially the home.