

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

699 Old Orchard Drive, Danville, California 94526
(925)552-5500 • fax (925)838-3147
www.srvusd.net

2008-2009 ANNUAL PARENT INFORMATION PACKET

The APIP is distributed to all parents of students in the district. State and federal law require school districts to notify parents each year about certain policies and procedures. These policies are contained in this packet. Reading them will help keep you informed about our schools. If you have questions about any of the policies, or if you have questions about curriculum or other areas not included, please speak with your child's teacher or principal, or contact the Division of Educational Services at the District Office.

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San Ramon Valley Unified School District

August, 2008

Dear Parents, Students and Community,

Greetings to you all and welcome to the 2008-2009 school year. It is my honor and privilege to have been selected to serve as superintendent of this very distinguished school district. San Ramon Valley Unified School District is recognized as one of the premier districts in the state and I am excited to be part of the community and the district. My commitment to you is to build upon the success that Superintendent Kessler, the Board of Education and the staff have created; working with parents, community and employees to do all we can to prepare students to leave high school prepared for the global and competitive environment that awaits them.

While I am new to the school district, what is not new is the continuing struggle to adequately fund public education in California. This last school year, while I served as superintendent of the San Juan Unified School District in Sacramento, I spent considerable time meeting with legislators and giving public testimony regarding the budget crisis. After many meetings, I concluded that the State is just not able or willing to properly fund our schools at a level that our students and staff deserve, and communities should expect.

I continue to be concerned that too few of our leaders understand what it takes, not just to prepare students for college, but to prepare them for life in a 21st century world which really is much different than what most adults have experienced in their lives. It is for this reason that local communities that want the best for their children understand the importance of supporting schools beyond what the state provides. I am aware that is a hallmark of the SRVUSD community, and we are grateful for your ongoing commitment to our students and schools. Together we will continue to educate all children at the highest levels and have all schools grounded in the three "R's" of rigor, relevance and relationships.

Feel free to email me if I can be of assistance and/or you would like to provide me feedback or information (I do answer my own emails.). My email address is senoch@srvusd.net.

My wife Kristin and I look forward to being part of the community and again, I am honored to be your superintendent. Let's have a great 2008-2009 school year!

A handwritten signature in black ink, appearing to read "Steven W. Enoch".

Steven W. Enoch
Superintendent of Schools

ELEMENTARY SCHOOLS, K-5

Alamo Elementary School

100 Wilson Road, Alamo, CA 94507
938-0448; FAX 938-0454 - Amy Hink, Principal

Neil Armstrong Elementary School

2849 Calais Drive, San Ramon, CA 94583
479-1600; FAX 828-8473 - Paul Foucart, Principal

John Baldwin Elementary School

741 Brookside Drive, Danville, CA 94526
855-5200; FAX 820-8307 - Darlene Hale, Principal

Bollinger Canyon Elementary School

2300 Talavera Drive, San Ramon, CA 94583
242-3200; FAX 830-9595 - Shawn Wells, Principal

Country Club Elementary School

7534 Blue Fox Way, San Ramon, CA 94583
803-7430; FAX 803-9827 - Michael Biondi, Principal

Coyote Creek Elementary School

8700 N. Gale Ranch Road, San Ramon, CA 94582
735-1183; FAX 735-1197 - Wendy Sparks, Principal

Golden View Elementary School

5025 Canyon Crest Drive, San Ramon, CA 94582
735-0555; FAX 735-2104 - Nancy White, Principal

Greenbrook Elementary School

1475 Harlan Drive, Danville, CA 94526
855-5300; FAX 837-8727 - Tom Ladouceur, Principal

Green Valley Elementary School

1001 Diablo Road, Danville, CA 94526
855-5400; FAX 837-3807 - Principal TBA

Hidden Hills Elementary School

12995 Harcourt Way, San Ramon, CA 94582
479-3800; FAX 803-9792 - Principal TBA

Live Oak Elementary School

5151 Sherwood Way, San Ramon, CA 94582
803-3100; FAX 803-3197 - Don Loflin, Principal

Montair Elementary School

300 Quinterra Lane, Danville, CA 94526
855-5100; FAX 820-6713 - Matt Hermann, Principal

Montevideo Elementary School

13000 Broadmoor Drive, San Ramon, CA 94583
803-7450; FAX 828-1727 - Sharon Keeton, Principal

Quail Run Elementary

4000 Goldenbay Avenue, San Ramon, CA 94582
560-4000; FAX 560-4059 - Carol Loflin, Principal

Rancho Romero Elementary School

180 Hemme Avenue, Alamo, CA 94507
552-5675; FAX 837-9030 - Hope Burtner, Principal

Sycamore Valley Elementary School

2200 Holbrook Drive, Danville, CA 94526
736-0102; FAX 736-0224 - Robert Scott, Principal

Tassajara Hills Elementary School

4675 Camino Tassajara Road, Danville, CA 94506
648-7150; FAX 648-3190 - Luann Duggan, Principal

Twin Creeks Elementary

2785 Marsh Drive, San Ramon, CA 94583
552-5650; FAX 838-8431 - Kathleen Crosthwait, Principal

Vista Grande Elementary School

667 Diablo Road, Danville, CA 94526
314-1000; FAX 837-5918 - Pat Hansen, Principal

Walt Disney Elementary School

3250 Pine Valley Road, San Ramon, CA 94583
479-3900; FAX 829-8957 - Sandra King, Principal

MIDDLE SCHOOLS, 6-8

Charlotte Wood Middle School

600 El Capitan Drive, Danville, CA 94526
552-5600; FAX 820-1857 - Sandy Budde, Principal

Diablo Vista Middle School

4100 Camino Tassajara, Danville, CA 94506
648-8560; FAX 648-7167 - Becky Ingram, Principal

Gale Ranch Middle School (Open Fall 2008)

6400 Main Branch Road, San Ramon, CA 94582
479-1500; FAX 479-1595 - Lisa Ward, Principal

Iron Horse Middle School

12601 Alcosta Boulevard, San Ramon, CA 94583
824-2820; FAX 824-2830 - Michelle Cooper, Principal

Los Cerros Middle School

968 Blemer Road, Danville, CA 94526
552-5620; FAX 837-3512 - Phyllis Roach, Principal

Pine Valley Middle School

3000 Pine Valley Road, San Ramon, CA 94583
479-7700; FAX 828-1972 - Principal TBA

Stone Valley Middle School

3001 Miranda Avenue, Alamo, CA 94507
552-5640; FAX 838-5680 - Shaun McElroy, Principal

Windemere Ranch Middle School

11611 East Branch Parkway, San Ramon, CA 94582
479-7400; FAX 479-7469 - David Bolin, Principal

HIGH SCHOOLS, 9-12

California High School

9870 Broadmoor Drive, San Ramon, CA 94583
803-3200; FAX 803-9341 - Mark Corti, Principal

Del Amigo Continuation High School

189 Del Amigo Road, Danville, CA 94526
552-5571; FAX 838-5372 - Lucy Daggett, Principal

Dougherty Valley High School

10550 Albion Road, San Ramon, CA 94582
479-6400; FAX 479-6597 - Denise Hibbard, Principal

Monte Vista High School

3131 Stone Valley Road, Danville, CA 94526
552-5530; FAX 743-1744 - Becky Smith, Principal

San Ramon Valley High School

140 Love Lane, Danville, CA 94526
552-5580; FAX 552-3060 - Joe Ianora, Principal

Venture Independent Study School

10540 Albion Road, San Ramon, CA 94582
479-1200; FAX 479-1297 - Janet Terranova, Principal

SUPERINTENDENT OF SCHOOLS

Steven Enoch • (925) 552-2933

ASSISTANT SUPERINTENDENTS

Christine Williams • Educational Services
(925) 552-2914

Roberta Silverstein • Human Resources
(925) 552-2923

Michael Bush • Business Services
(925) 552-2905

Margaret Brown • Facilities
(925) 552-2960

BOARD OF EDUCATION

Greg Marvel • Board President
125 Clover Hill Court
Danville, CA 94526
(925) 837-9443 (*term expires 2008*)

Joan Buchanan • Board Vice-President
19 Mott Drive
Alamo, CA 94507
(925) 831-1925 (*term expires 2010*)

Bill Clarkson • Board Clerk
2966 Ascot Drive
San Ramon, CA 94583
(925) 829-5554 (*term expires 2010*)

Rachel Hurd • Board Member
9474 Broadmoor Drive
San Ramon, CA 94583
(925) 833-9455 (*term expires 2010*)

Paul Gardner • Board Member
P.O. Box 837
Diablo, CA 94528
(925) 820-5279 (*term expires 2008*)

Visit us online at www.srvusd.net

KEY CONTACT INFORMATION

Accounts Receivable	925-552-2903
Accounts Payable	925-552-2900
Alternative Education	925-552-2918
Athletic Eligibility and NCS Info	925-552-2918
Attendance	Call your school office.
Attendance Boundaries	925-552-2914
Benefits	925-552-2913
Board Agenda Items	925-552-2933
Budget	925-552-2905
Business	925-552-2905
Communications/Community Relations	925-552-2942
Computer Support	925-824-1840
Counseling	925-552-2918
Curriculum	925-552-5032
Custodial Services	925-824-1819
Duplicating/Print Shop	925-824-1837
Educational Services	925-552-2914
English Language Learners	925-479-6580
Facilities/School Construction	925-552-5986
Facilities Reservations/Rentals	925-552-2954
Flyer Approval	925-552-2945
Food Services	925-824-1808
Education Foundation	925-552-2942
GED Testing	925-837-9452
Gifted and Talented Program (GATE)	925-552-2981
Graduation/Promotion	925-552-2918
Health Education/Health Educators	925-552-5052
Home and Hospital Teaching	925-552-2982
Home Schooling/Independent Study	925-479-1200
Human Resources	925-552-2923
Instructional Materials	925-552-5032
Lunch tickets	925-824-1808
Maintenance and Operations	925-824-0267
Purchasing	925-824-0262
ROP (Regional Occupational Program)	925-552-2918
Safety	925-824-1876
Special Education/Special Programs	925-820-6815
Staff Development	925-552-2916
Student Registration and Records	925-552-2914
Substitutes	925-552-2931
Summer School	www.srvusd.net
Superintendent	925-552-2933
Technology	925-552-2951
Testing and Assessment	925-552-5033
Transfers and Diversions	925-552-2914
Transportation	925-824-1823
Warehouse	925-824-0274
Work Permits	925-552-2918
District Website	www.srvusd.net

ABOUT OUR SCHOOLS

Overview

The San Ramon Valley Unified School District encompasses the communities of Alamo, Blackhawk, Danville, Diablo, and San Ramon (including the new Dougherty Valley communities) as well as a small portion of the cities of Walnut Creek and Pleasanton. The district is comprised of 34 schools serving more than 26,000 students in Kindergarten through Grade 12. With the growing number of new homes, particularly in the Dougherty Valley area of east San Ramon, the district will grow to 35 schools and more than 27,000 students by the year 2009.

District students are exposed to a Standards-based curriculum with a strong focus on the essential skills including language arts, mathematics, social studies, and science. Strong physical education, health, foreign language, technology, and visual and performing arts programs are also offered. The district has implemented comprehensive K-12 Standards and Benchmarks which define the essential knowledge and skills that students should acquire in every subject area. Students graduating from district high schools are required to have earned 240 designated credits. Opportunities include a rigorous academic program, outstanding technical and vocational curricula, and innovative elective courses. All students have opportunities to participate in a wide range of extracurricular activities.

SRVUSD ranks among the top 5% of all school districts in California, and the top 2% of all unified districts in the state (California Academic Performance Index, 2007). Over 94% of our graduating seniors attend college or university, and district students are accepted into the University of California and the California State University systems at rates far exceeding state and county averages. Furthermore, the district has been recognized for its excellence through such honors as the coveted State Department of Education's Distinguished Schools Award (schools in the district have received this honor more than 50 times, more than any other district in northern California), and through recognition by the U.S. Department of Education as National Blue Ribbon Schools.

The district has a wide range of state and federally-mandated special education programs. The district's Inclusion Program is a model in the state. All district K-12 schools have resource specialist programs and site staff includes at least one resource teacher and a part-time psychologist, speech therapist, and health educator.

SRVUSD is proud of its highly trained, talented, and dedicated staff and an involved, committed, and highly educated parent community.

More information about our schools can be found on the district website at www.srvusd.net

FACTS AND FIGURES

Schools: 34 Schools

(communities: San Ramon, Danville, Alamo, Blackhawk, Diablo [104 sq. miles])

- 20 elementary schools
- 8 middle schools
- 4 comprehensive high schools
- 1 continuation high school
- 1 independent study school
- * 1 new school open in 2008; Gale Ranch Middle School

Statistics (2007-08)

Number of Students - 25,919 Number of Employees - 2579
Number of Teachers - 1331 Number of Administrators - 90
Number of Classified Staff - 1024 Meals served per day - more than 16,000
Number of Pupil Services Personnel** - 124

- ** = Counselors, Librarians, Psychologists and Nurses

(Source: CBEDS, October 2007)

- The School District is among the 25 top employers in the East Bay
(Source: East Bay Business Journal)

SRVUSD Teachers

Average Years of Teaching 12.2
Average Age 43.7
Average Years in District 9.2
Percentage of Males 20%
Percentage of Females 80%
Percentage with Masters Degree. . . 16%
Teacher's Salary Range \$44,376 - \$83,949

Student Enrollment Growth

	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Enrollment	21,561	21,988	22,857	23,815	24,667	25,919
Increase	2.6%	2%	3.9%	4.2%	3.5%	5.08%

Class Size Reduction

20 to 1 student to teacher ratio in all kindergarten through 3rd grade classrooms.

9th grade class size reduction in two subject areas (English, Math)

Middle schools in our district may also reduce some class sizes through funds raised by their parent communities.

POST-GRADUATION PLANS

Over 94% of our graduating seniors go on to college or university!

4 year University.....	65%
2 year College.....	30%
Military	<1%
Trade/tech. School2.5%
Other2.5%

(Numbers reflect a report of post-graduate plans for the class of 2007)

WHERE OUR STUDENTS ATTEND COLLEGE

University of California	
Berkeley	48
Davis.....	84
Irvine.....	25
Los Angeles	41
Riverside.....	7
San Diego	23
Santa Barbara	58
Santa Cruz	38

California State Universities/Colleges	
Bakersfield	1
Chico	91
Dominguez Hills.....	2
East Bay (Hayward) .	15
Fresno.....	8
Fullerton.....	4
Humboldt.....	9
Long Beach.....	6
Monterey Bay.....	4
Channel Islands.....	1
Northridge	12
Pomona (Cal Poly) ...	5
Sacramento.....	8
San Diego	68
San Marcos.....	1
San Francisco	29
San Jose	21
Cal Poly San Luis Obispo ..	74
Sonoma.....	35
Stanislaus	2

CA Independent 4 yr. Colleges & Universities	
Azusa Pacific.....	5
Biola	2
Cal Lutheran.....	1
Chapman	7
Loyola Marymount....	7
Pepperdine.....	4
Pomona College.....	1
SF/ Nursing, Music or Arts..	7
Santa Clara U.	5
St. Mary's	13
Stanford	7
UOP (Pacific)	5
Univ. of Redlands	5
U. of San Diego	1
USF.....	5
USC	17
Other	26

Community Colleges	
Butte.....	4
Chabot or Merritt	11
Diablo Valley College....	356
Grossmont	2
Laney/Ohlone/DeAnza....	6
Las Positas	40
Sierra	4
Santa Barbara City	33
Cuesta (SLO)	13
Sac/SF/SJ.....	2
Other	39

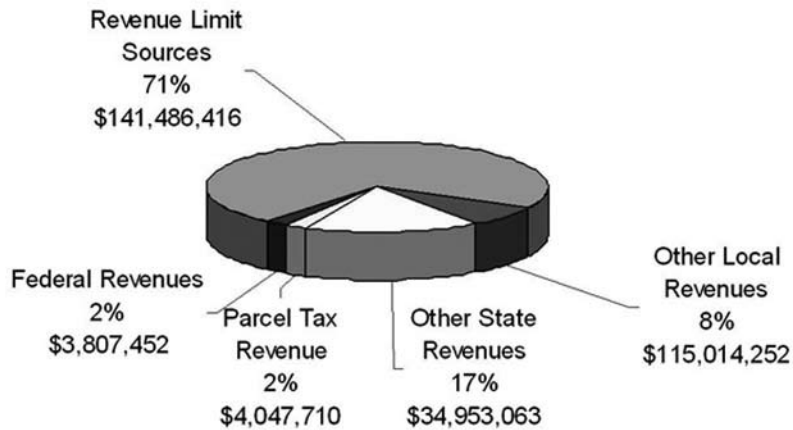
Some out-of-state schools our students attend (278 students):

Air Force Academy, U. Alabama, American U., Arizona, ASU, Auburn, Baylor, Bentley, Boise St., Boston U., Brandeis, BYU (Utah & Idaho), U. British Columbia, Brown, U. Cincinnati, Colgate, Columbia U. & College, U. Colorado & State, Cornell, Drexel, Fordham, Franklin & Marshall, Georgetown, Geo. Washington U., Gonzaga, Grambling, Harvard, U. Hawaii, Hofstra U., Indiana, U. Kansas, No. Kentucky, Lewis & Clark, Linfield Coll., SMU, Miami of Ohio, U. Miami, Michigan State, MIT, Montana St., U. Nebraska, U. Nevada Reno, N'western, Notre Dame, NYU, Oberlin, So. Oregon, U. Oregon, Oregon State, W. Oregon, Prescott, U. of & Portland St., U. Penn., Pratt Inst., Princeton, U. Puget Sound, Purdue, U. Redlands, Rice, Richmond AMU, Roanoke, Smith, U. South Carolina, Spelman Coll, St. John's, Syracuse, Temple U., So.Utah, U. Utah, Utah Valley, U. Tennessee, Vanderbilt, Villanova, So. Virginia, Wake Forest, U. Washington & State, Wellesley, West Point, Willamette, Wm. & Mary, U. Wisconsin, Yale, Brook U. (Ontario), McGill U. (Quebec), U. St. Andrews (Scotland), U. of Geneva (Switzerland), U. Kent (England) and more.

BUDGET/FUNDING

2007 - 2008 OPERATING BUDGET = \$199 MILLION

WHERE THE MONEY COMES FROM

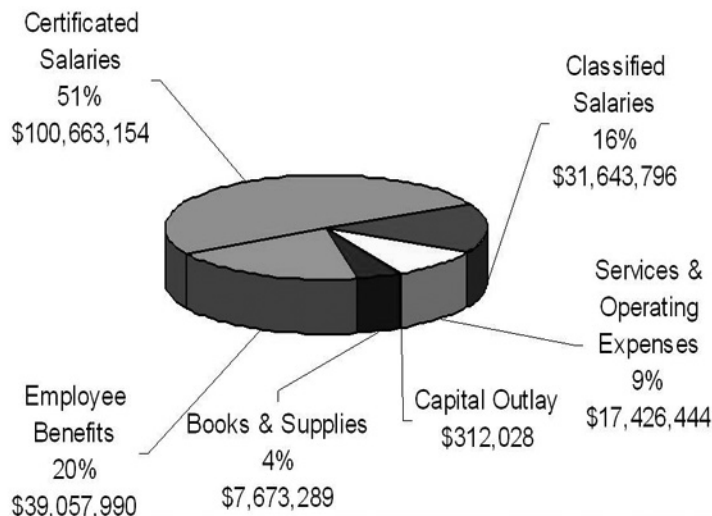


2007-08 Operating Budget = \$199 million

- 71% - General Purpose/Revenue Limit (including local property taxes and state aid)
- 2% - Restricted Federal Funds*
- 2% - Parcel Tax Revenue
- 17% - Other State Revenues
- 8% - Other Local Income (Interest, donations, local grants)

*Restricted/special purpose income can only be spent on designated programs (example: grants, special education, textbooks, etc.)

WHERE THE MONEY GOES



2007-08 Expenditures by Type

- 51% - Certificated (teacher) Employee Salaries
- 16% - Classified Employee Salaries
- 20% - Employee Benefits
- 9% - Services and Operating Expenses
- 4% - Books and Supplies
- <1% - Capital Outlay

STUDENT SUPPORT

Collaboration between home and school is a critical aspect of addressing student needs. The district and our sites provide numerous options for problem solving and determining what support is necessary to focus on the success of students. Below we have briefly outlined some strategies, programs, opportunities and information that may assist you in working with the schools.

Parent Teacher Conferences

There are formal and informal opportunities to meet with your child's teacher to determine what support is helpful to ensure success. The teacher is your first partner in working together with you and your child regarding the curriculum, necessary accommodations and the child's performance.

College/Career Information

Beginning in 7th grade, counselors and career center staff work closely with students and communicate with parents regarding high school course selection, college admission requirements, career technology education (CTE) course offerings, and educational options. Students work with their counselors to stay on track throughout grades 7 through 12. Courses that satisfy the subject requirements for admission to California's public universities can be found at www.csummentor.edu for the California State University and www.ucop.edu/pathways/ for the University of California. The district currently operates Career Technology Education (CTE) programs at its four comprehensive high schools. Courses are offered in Automotive Technology, Food Services & Hospitality, Child Development, Information Technology & Support, Engineering Design and Sports Medicine. The district also enjoys a successful partnership with the Contra Costa County Regional Occupation Program (ROP). ROP courses offered at SRVUSD schools serve as the "capstone or completer" courses for the district's CTE pathways. For more details on specific courses offered through SRVUSD and ROP, go to www.srvusd.net, then Schools/high schools or www.cccoe.k12.ca.us/rop. (For high school graduation requirements, see page 18 of this brochure.)

Student Study/Support Team (SST)

Each site has a general education forum called Student Study Team for the purpose of problem solving and to find adaptations in the general education setting which allow a student to be more successful. The process uses a systematic problem solving approach to assist students who are not progressing at a satisfactory rate. Members of the SST team often include the principal and/or assistant principal, one or two classroom teachers, a specialist teacher when necessary, the parents, and when appropriate, the student. This process enhances communication and presents a team approach to working together for the success of the student.

GATE: Gifted and Talented Education Program (see page 13)

Parenting Education

The San Ramon Valley Unified School District offers several support services for parents of both general education and special education students. These services include: parenting classes (both ongoing classes and one-time forums), a parenting library (containing books and videos), and an annual parenting conference. These services are frequently co-sponsored by the school district, PTA, and local non-profit organizations. The parenting topics are broad and range from "Parenting the Out-of-Control Teen" to "Parenting the Autistic Child" to "Parenting with Love and Logic".

Section 504

Section 504 of the Rehabilitation Act of 1973 is federal legislation intended to prevent discrimination based on disability. Student eligibility is determined through identification of a physical or mental disability which results in substantial limitation to identified life-long activities. Site 504 teams, comprised of individuals with knowledge of the student, determine eligibility. If a student is found to be eligible, the team develops a plan that includes accommodations to support the student.

English Language Development Program

The San Ramon Valley Unified School District is committed to educating our English Learners in order for them to become proficient in English and have success in the academic programs available to all students.

English Learners in the San Ramon Valley Unified School District - According to the spring 2007 Language Census (R-30), there are 1,130 English Learners in the SRVUSD who speak, collectively, 69 languages. This represents 4% of the district's enrollment.

Identification of English Learners - At the time of enrollment, California public schools are required by law to determine the language(s) spoken in the home of each student. All parents/legal guardians are required to complete a Home Language Survey (HLS) for each of their school-aged children. If a language other than English is indicated on

the HLS, the student's fluency in English must be assessed using the California English Language Development Test (CELDT). Students in kindergarten or grade one are tested in listening and speaking; and grades two through twelve are tested in listening, speaking, reading, and writing. If the results of the CELDT indicate the student is an English Learner, the student is recommended for the Structured English Immersion program or the English Language Mainstream program.

Structured English Immersion - If a student scores at the "Beginning" or "Early Intermediate" or "Intermediate" level on the CELDT, the Structured English Immersion (SEI) program will be recommended. Students in this program will receive daily English Language Development by a CLAD certified teacher. At most elementary schools, SEI occurs in the student's regular classroom. At the middle school and high school level, the students are scheduled for at least one period of ELD daily except for Cal High where students are on a block schedule. For English Learners at this level, Specially Designed Academic Instruction in English (SDAIE) is provided in content areas to allow students access to the core curriculum.

English Language Mainstream - If a student scores at the "Early Advanced" or "Advanced" level on the CELDT, the English Language Mainstream program will be recommended. Students in this program will receive Specially Designed Academic Instruction in English (SDAIE) taught by a CLAD certified teacher in content areas allowing students to have access to the core curriculum. At most elementary schools, this occurs in the student's regular classroom. At the middle and high schools, this occurs in the content area classrooms.

Parent Notification - All parents are notified in writing of the results of the CELDT and program recommendation. After reviewing the school's program, the parent may approve of the recommendation or request a Parental Exception Waiver. Please contact the ELD Center to submit a waiver.

If you have any questions, regarding the SRVUSD English Language Development program, please contact the ELD Center at 479-6580 or send an email to ELDCenter@srvusd.net.

WHAT IS SPECIAL EDUCATION?

Special Education is specialized instruction provided for children from birth to age 22 who qualify according to the laws and regulations outlined by the state and federal government. A student may qualify for special education services as an individual with special needs in one of twelve areas identified by the Individuals with Disabilities Education Act (IDEA). Any student with a disability is offered the opportunity for a free appropriate public education. To the maximum extent appropriate, children with disabilities will be educated with non-disabled peers and included in extracurricular activities. When the nature or severity of the disability is such that education in the regular classroom cannot be achieved successfully, the district offers a continuum of alternate educational placements.

Identification Process

Students are eligible for special education after a district-administered assessment concludes that the student has a disability that adversely affects his/her educational performance and he or she requires specialized instruction. Referral for special education assessment is made after all resources of regular education have been considered and, when appropriate, utilized. Students may be referred for assessment by the parent, school staff, or a community agency.

The referral process begins by contacting the following staff:

- Infant Program at 743-9710
- Preschool Assessment Team at 828-9783
- For children from birth to age 5: Contact the Special Programs Office at 820-6815
- For children attending a San Ramon Valley School District school: Contact the school of attendance
- Parentally placed private school students: Contact the neighborhood attendance school

For more information, call the Parent Support Network or the Special Needs Liaison: (925) 552-5006. For general information regarding Special Education, contact the department at (925) 820-6815.

ALTERNATIVE EDUCATION PROGRAM DESCRIPTIONS

Alternative Program Registration

The San Ramon Valley Unified School District has three Alternative Programs: Neil Armstrong (K-3), Vista Grande (K-5), and Venture (K-12). Applications for kindergarten (fall 2009) will be accepted during the kindergarten registration process in the spring of 2009.

Information and applications for grades other than kindergarten are available at the alternative school sites throughout the year.

Below are program descriptions for the district's three alternative programs. These same descriptions, or elements of them, may also characterize the non-alternative programs within any school in the district. Contact the principal of your home school for an understanding of the classroom programs there.

NEIL ARMSTRONG SCHOOL (FOCUS)

FOCUS is an educational program open to all students in the San Ramon Valley School District. Established in 1983, it is a partnership in education between students, teachers and parents. The FOCUS program, grades K through 3, stresses the importance of parent participation in the educational process. Students learn the same core curriculum as the regular education program. Parent donations and volunteer time supplement the program. The program also features more aide time to reduce the adult to student ratio and a full day program (8:30 a.m. to 3:00 p.m.) in grades 1 through 3. Looping is also incorporated into the FOCUS program. Students remain with the same teacher for two consecutive years, providing continuity in instruction, and with the same classmates for all four years.

VISTA GRANDE SCHOOL (Continuous Progress Alternative)

This program recognizes the importance of a three-way partnership in education involving the parent, student, and teacher. The program presents an enriched atmosphere in which students are expected to maintain a high standard of achievement commensurate with their individual skill levels. The approach is individualized in that students are challenged to work to their highest ability as they move through the program. Grouping is done in language arts and, when appropriate, mathematics. Academic instruction utilizes the traditional district curriculum in a continuous progress format. The basic skills and academic tools for future learning are stressed. The program seeks to build within each student a sense of responsibility, self-discipline, confidence and pride in accomplishment in a nurturing environment. An assertive discipline code with logical consequences is maintained. Classes are not multi-graded; the K-3 day is longer.

VENTURE SCHOOL

Venture is the independent study program for the San Ramon Valley Unified School District. It is a K-12 program with approximately 550 students. Students are enrolled in the Home Study program (mostly K-6) and the Independent Study program (7-12). Students are encouraged to improve skills and broaden their experience through independent study while meeting the requirements of State and District standards. Venture School is fully accredited through the Western Association of Schools and Colleges (WASC). The school also offers an adult education diploma program for individuals over the age of 18.

DEL AMIGO CONTINUATION HIGH SCHOOL

Del Amigo High School is the continuation program for the San Ramon Valley Unified School District. Continuation education, an educational option since 1919, is a high school diploma program for students, 16-18 years of age, whose needs are not being met in the comprehensive high schools. In an alternative setting that offers a more flexible environment, students benefit from smaller classes, shorter schedules, student-centered curriculum, increased counseling services, and individualized options for earning credits. Young people who are not successful in a large traditional setting will often thrive at Del Amigo, earning credits, and developing feelings of confidence and responsibility. Based on newly established goals, these students can choose to graduate from Del Amigo, return to their home school, complete the California High School Proficiency Exam, transition to an adult education diploma program, or earn a High School Equivalency Certificate by passing the General Educational Development Test (GED).

For more information about these programs, please contact the schools listed above.

GIFTED AND TALENTED EDUCATION PROGRAM

The San Ramon Valley Unified School District provides Gifted and Talented Education students with programs that are planned and organized as an integrated, differentiated learning experience within the regular school day and may be augmented or supplemented by enrichment opportunities beyond the regular school day. Differentiated curriculum is one that regularly provides opportunities for gifted students to experience one or more of the following instructional settings:

- PACE:** the student moves through the curriculum at a pace that insures continuous progress
DEPTH: the curriculum allows the gifted student to go deeper into a subject area
COMPLEXITY: the gifted student is challenged by critical thinking and higher order thinking skills in the classroom
PRODUCT: the student has the opportunity to be creative and to apply knowledge to real life situations

IDENTIFICATION:

GATE identification criteria is described in the SRVUSD GATE Application submitted to the California Department of Education in June of 2007. Based on CogAT testing from fall of 2007 forward, to be considered for SRVUSD GATE identification, a student's CogAT age-related Composite score must be at the 98 th percentile or above OR a student must have an age-related Composite score at the 97th percentile with an age-related score at the 99th percentile in at least one of the test's three batteries (Verbal, Quantitative, Nonverbal).

2nd Grade Students: All 2nd grade students are administered the CogAT (Cognitive Abilities Test) during the third trimester. This test consists of three batteries which measure verbal, quantitative and nonverbal abilities.

3rd -8th Grade Students: Identification of students in 3rd -8th grade begins with a teacher or parent referral. Students who have been referred will be administered the CogAT. Students in 3rd -8th grade whose CogAT scores do not meet the SRVUSD GATE identification requirements may be referred by a parent or teacher for retesting. Retests are given on a Saturday in October and a Saturday in January. Continuing 3rd graders who were administered the CogAT in spring of second grade may not be retested until the January Saturday test. Students may not take the CogAT more than once each calendar year and not more than a total of three times. There is a \$45.00 charge for retests.

New-to-SRVUSD 3rd -8th Grade Students: Previously identified gifted students who are new to the SRVUSD are considered for GATE identification as determined by the SRVUSD's GATE identification criteria.

English Language Learners: Based on CogAT testing from fall of 2007 forward, English Learners who receive a CogAT age-related Verbal score of less than the 75 th percentile and a Quantitative/Nonverbal age-related Composite score at the 98 th percentile or above will be considered for GATE identification. English Learners who receive a CogAT age-related Verbal score of less than the 75th percentile and a Quantitative/Nonverbal age-related Composite score at the 90th to 97th percentile will be given the opportunity to test on the Naglieri Nonverbal Ability Test. If an English Learner receives an age-related Nonverbal Ability Index score at the 98th percentile or above on the Naglieri, the student will be considered for GATE identification. The Quantitative/Nonverbal age-related Composite score will be calculated by the GATE office.

PROGRAM OPTIONS:

Elementary: Each elementary school addresses the needs of GATE students as part of their Single Plan for Student Achievement. In grades three through five, GATE students are grouped together by forming clusters within the heterogeneous class. In addition, some schools use part-time grouping where GATE students from more than one class are brought together for specialized instruction.

The Academic Talent Program (ATP) is a magnet program for exceptionally gifted fourth and fifth graders. The classes are located at John Baldwin School. Application to the ATP is dependent upon a student's age-related Composite score on the Cognitive Abilities Test. A Composite National Age Percentile Rank of 99 is required for a student to be eligible for application.

Secondary: In middle schools, GATE students are clustered within core classes in grades six and seven. Some middle schools cluster in eighth grade cores or in a specific subject area. Accelerated classes and enrichment classes are offered at all middle schools.

In high schools, Honors and Advanced classes are offered in most subject areas. Advanced Placement classes are available in selected courses. Eligibility for Honors and Advanced classes is determined by the results of assessments designed for the specific courses. A designated GATE counselor monitors progress of GATE students and provides support services for students not demonstrating their potential.

San Ramon Valley Council of PTAs

These are trying times to be a parent. Every day seems to reveal some new challenge. The PTA, as the oldest and largest nonprofit organization working on behalf of all children, will provide you with the tools needed to face these challenges. When you join a PTA in Contra Costa County, you become a member of PTA at many other branches, starting with...

Unit PTAs/PTSAs at school sites are organized and chartered in conformity with rules and regulations as prescribed in the bylaws of the California State PTA. These units are self-governing bodies for the purpose of planning programs and activities to meet local community needs.

Council PTAs are groups of school (unit) PTAs in the various school districts of Contra Costa County. The San Ramon Valley Council of PTAs is an award winning council that meets monthly with the presidents from each PTA unit in the San Ramon Valley Unified School District, as well as with Steven Enoch, San Ramon Valley Unified School District Superintendent. The Council provides training for PTA unit officers, legislative and parent education information and events, and communication to and from the school district administrators. A council newsletter is distributed via email on a monthly basis to over 32,000 inboxes. The council website, www.srvcouncilpta.org, provides legislative and advocacy information, as well as flyers and registration information for council and community events. The SRV Council offers high school scholarships for graduating seniors from each of our six high schools.

32nd District PTA is composed of 6 PTA councils (representing 126 school PTAs) all located in Contra Costa County. The 32nd District Board and the six Council presidents meet monthly. Dr. Joseph Ovick, Contra Costa County Superintendent of Schools, is a member of the 32nd District Board. District provides training and guidance for unit and council officers, parent representation regarding education issues at the county level, and establishes new units in the county. Student members of any unit are eligible for scholarships from 32nd District. The Contra Coaster, a newsletter for presidents and treasurers, is distributed five times per year. In addition, 32nd District PTA maintains a website at www.32ndpta.org, complete with parent education information, current events, and deadlines for councils and units.

CA State PTA supports and works for legislation on statewide issues that affect the education, health, and well being of children and youth. It provides leadership training at the annual PTA Convention, and services, materials, and publications for all units. CA PTA participates in meetings and conferences of groups with goals similar to PTA. Their website (www.capta.org) and several publications (PTA in California, The Communicator, and Sacramento Update) keep parents and PTAs informed of its activities. CA PTA meets several times per year. Its officers have many years of PTA leadership experience. Parent, teacher, and student members are eligible for a variety of scholarships from the State PTA.

National PTA continues to do all that State PTA does, except in the national forum. This organization provides information and resources for PTAs throughout the country covering all facets of a child's life. It works hard on safety issues, and strengthening the partnership between home and school. National PTA supports public education. Their magazine, Our Children, award-winning website (www.pta.org), and Children First, help members and PTAs keep on top of the key issues affecting children.

***Parents in our community are active partners with the schools.
All parents are strongly encouraged to join and become active in their school's PTA unit.***

For more information, visit: www.srvcouncilpta.org



Visit us online at www.srvusd.net

San Ramon Valley Education Foundation

Since 1982 the San Ramon Valley Education Foundation (SRVEF) has provided valuable, consistent, and reliable support for the schools in the San Ramon Valley Unified School District. Every year the foundation returns the vast majority of their fundraising proceeds directly to the schools and classrooms in our district.

Since its inception, the Foundation has contributed more than \$2 million to enrich education in the San Ramon Valley. This funding has helped to provide grants for teachers, classrooms and libraries, as well as programs like "You Never Win With Violence," the district's Science Initiative and targeted funding for special education.

The Foundation generates funding through various community fundraising activities and planned giving programs:

- Primo's Run For Education – This is SRVEF's largest and most visible fundraiser. The event raises more than \$100,000 annually. This year's 5K and ½ marathon will take place Sunday, October 19, 2008.
- San Ramon Rotary Christmas Tree Lot – The SRVEF partners annually with the San Ramon Rotary Club on this well received fundraiser. The Tree Lot opens in November. Please consider buying your tree from the Rotary Lot this year.
- Escript - This program allows participants to register credit cards and grocery cards, with a fixed percentage of each purchase donated by the merchants to SRVEF.
- Save CA Schools –When buying or selling a house, real estate professionals who are members of SaveCASchools.org donate a percentage of their commission to this non-profit organization. Please encourage your real estate agent to become a member.

Donors may contribute to the Foundation in a variety of other ways as well. Gifts of cash, real estate, cash value of an insurance policy, tangible property, stocks, bonds, and so forth may be given for restricted or unrestricted purposes.

For more information, visit

- www.srvuf.org
 - www.primosrun.com
 - www.savecaschools.org
- or call (925) 820-9181

Major Gifts and Endowment Fund

The San Ramon Valley Education Foundation has established a **Major Gifts and Endowment Program** to provide a stable local funding source that will enable the school district to undertake major innovative programs to enhance the curriculum. Over time, such programs may include performing arts, foreign language, technology and other curricular areas. Our first major program, the Science Initiative, is well underway. This K-12 initiative has two goals:

- Increase science literacy for all students; and
- Increase the number of students who pursue careers in mathematics, science and engineering.

The Endowment Program currently has more than \$700,000 in assets. There are many ways, in addition to a cash contribution, to support the San Ramon Valley Education Foundation's Major Gifts and Endowment Program:

- A contribution through a will or trust may help fulfill a number of estate planning objectives
- A gift of appreciated assets can result in income for the life of the donor and the gift of the remainder to the Endowment Fund upon donor's death.
- A donation of an existing or new whole life policy can leverage a donor's contribution. Existing policies provide a tax deduction for their cash value.

The Major Gifts and Endowment Fund includes an honorary and memorial gift program.

For more information, visit

- www.srvuf.org
 - www.primosrun.com
 - www.savecaschools.org
- or call (925) 820-9181 (SRVEF) / 925-831-8002 (Endowment Fund)

ASSIGNMENT OF STUDENTS TO SCHOOLS AND REQUESTS FOR OPEN ENROLLMENT APPLICATION

Assignment of students to schools is conducted according to Board of Education established attendance boundaries, which have incorporated available classroom space and long-range planning needs of the District.

Students who are residents of the District shall be enrolled according to a prioritized sequence subject to the availability of space in the schools.

The parents or guardians of each school-age child who is a resident in the district may select the school the child shall attend, irrespective of the particular location of the parents' or guardians' residence within the district, subject to the following priorities:

Priority A - Students who reside within the attendance area of a district school.

Priority B - Students who are diverted to other than resident schools.

Priority C - Students for whom changes in school assignment are requested through the open enrollment application process.

Definitions:

<u>Resident School</u>	The school that a student would attend based on his/her home address and the established district boundaries in the attendance area directory.
<u>Diversion</u>	The procedure for assigning students to schools other than their resident school due to lack of space in their grade level.
<u>School of Attendance</u>	The school in which a student is presently enrolled.
<u>Open Enrollment App.</u>	Transfer from resident school to another school within the SRVUSD boundaries.

Requests for Open Enrollment Application (Intradistrict Transfer)

Selection Process: Requests for Open Enrollment Applications (intradistrict transfer) shall be submitted by March 15 for the following school year. Following that date, the district will compile and tabulate all requests. Requests that do not exceed established capacities would be honored by the opening day of school. In the case of any school or program that has received intradistrict requests to attend that school or program in excess of capacity, a random, unbiased selection process shall be utilized to determine which students will be enrolled.

Notification: Applicants who receive approval for their requests must confirm their enrollment within two weeks of their receipt of approval.

Appeals: Requests, which are denied, may be appealed to the Division of Educational Services.

Open Enrollment Program

A parent or legal guardian, residing in the district, who desires to transfer their student from one school to another shall follow the prescribed procedure.

1. Secure the "Open Enrollment Application" from the resident school.
2. Return the completed form to the principal of the home school for the principal's signature by March 15 for the following school year. The resident school will forward it to the Division of Educational Services.

After placing resident students and administrative placements, including diversions, the district will determine available space. Criteria for approval of Open Enrollment Application requests shall be based upon:

1. SRVUSD students who are siblings of any student currently in attendance at a school and who will continue to be enrolled at the same school next year.
2. SRVUSD students in good standing, who have attended a school continuously for at least one school year but have moved into another school's attendance area within the district.
3. All other SRVUSD student requests for Open Enrollment.

The Division of Educational Services, after consulting the principal of the requested school to determine space availability, will authorize the transfer.

Parent notification of the decision to approve or disapprove will take place as follows:

1. If space is available, as verified by the requested school, and the decision is to approve the request, the Division of Educational Services will so designate, sign the form, and notify the requested school. The principal or designee of the requested school will contact the parent(s) and will notify the resident school of the parent's acceptance.
2. If the decision is to disapprove the request based on the lack of available space, the Division of Educational Services will so designate, sign the form and contact the parent(s) and resident school to inform them of the decision.
3. If the transfer is requested to occur during the current school year, the principal or designee will notify the parent(s) within five school days after the request is submitted.
4. If the request is for the following school year, the principal or designee will notify parent(s) no later than 5:00 p.m. the day prior to the opening of school.

A student who has been granted an Open Enrollment transfer shall be regarded as a resident of the requested school through the highest grade at that school. Upon transitioning to the middle or high school, open enrollment students will be enrolled at their resident school. Revocation of the open enrollment request may occur if requested by the parent and if space is available at the resident school.

If a student encounters adjustment problems after a transfer, e.g., discipline, attendance, etc., the requested school will treat the student consistent with the treatment of students residing in the attendance area.

Open Enrollment transfers for identified special education students, including referrals to Del Amigo and Venture, shall not be approved until Special Programs verifies space availability and authorizes such a transfer.

Interdistrict Transfer Request

A parent or legal guardian of a San Ramon Valley Unified School District student may request a transfer for that student from this district into another by obtaining an Interdistrict Transfer Request form from the SRVUSD district office. The parent or legal guardian shall submit it to the District Office administrator in charge of such transfer requests for approval signature. Upon approval, the parent/guardian is then responsible for delivering the request to the district into which he/she wishes to transfer. An exchange of revenues between districts shall not be approved as a condition of a transfer.

Alternative or Magnet Program Transfers

A student who has applied and been accepted to one of the district's alternative or magnet programs should be considered a resident of that school as long as the student remains in the program. If for any reason a student in an alternative or magnet program leaves the program but wants to remain at that school, the student may apply for an open enrollment request. If while attending the alternative or magnet program school, a request to return to the school of residence shall be granted if space is available at the resident school. A student's return to the resident school will not result in bumping other students who have registered previously. Upon transitioning to the middle or high school, students will revert to their resident school for enrollment.

Students Moving to Another Attendance Area Within the District

Students who move to another attendance area within the district during the school year may remain at their current school of attendance for the remainder of the school year. Should they desire to remain at that school in succeeding years they must do so by the open enrollment application procedure on a space available basis.

GRADUATION REQUIREMENTS INCLUDING PASSAGE OF CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)

Requirements to receive a high school diploma from the San Ramon Valley Unified School District:

1. Students shall earn a minimum of 240 credits to earn a diploma from any of the district's comprehensive high schools, as well as Venture Independent Study School. Students graduating from Del Amigo Continuation High School shall earn a minimum of 210 credits, including all of the core subject areas required for graduation.

2. Accumulated at least the minimum number of credits in each of the subject areas indicated below, and pass Algebra I, US History, American Government and Economics:

Credit Requirements by Subject Area: English, 40; Mathematics, 20; Social Studies, 35; Science, 20 (10 credits Physical Science, 10 credits Life Science); Physical Education, 20 (10 credits must be in grade 9); Health, 5; Visual & Performing Arts/Foreign Language/Technology, 20 (10 credits in each of 2 fields); Electives, 80. A more detailed list can be found on the district website, www.srvusd.net, under DISTRICT/Assessment & Accountability.

In addition, students must pass both sections (English/Language Arts and Mathematics) of the California High School Exit Exam. The test is administered to all grade 10 students in the district in March of each year. If a student does not pass one or both sections, there are multiple opportunities in a student's junior and senior years to retake the section not passed. Students with exceptional needs may take the CAHSEE with appropriate accommodations as required in each student's Individual Educational Plan (IEP) or 504 Plan. Students in grade 10 and their parents will receive more information and the testing schedule for the High School Exit Exam during the fall of 2008.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT TESTING CALENDAR - 2008-2009 School Year		
Test	Grades	Dates
CELDT (California English Language Development Test) A state test administered annually to all students who are designated as English Language Learners to determine level of proficiency in English. The test will also be administered to students new to the district whose Home Language Survey indicates that the student speaks a language other than English.	K - 12	Annual Testing Window: July - October, 2009
CogAT (Cognitive Abilities Test)	2	March 2 - 6, 2009
California High School Exit Exam (CAHSEE) Reading, Writing, and Mathematics	Census test required of 10th grade only	March 17, 2009 (English) March 18, 2009 (Mathematics)
State STAR Tests: CST - Content Standards Tests (including California Modified Assessment) CAT/6 - CA Achievement Test CAPA - CA Alternative Performance Assessment STS - Standards-based tests in Spanish Aprenda3 - Spanish test	2 - 11 3 2 - 11 2 - 8 9 - 11	All STAR Tests administered during April 20 - May 14, 2009 testing window
Advanced Placement Exams	Students in AP courses, grades 11&12	May 4 - 15, 2009 (depending on course)

ANNUAL PARENTS' RIGHTS AND RESPONSIBILITIES NOTICE

Each year the school district is required to send certain information to all parents who have children in the public schools. Some of this information requires a response from each parent, some requires a response only if the parent so desires, and some requires no response at all. To assist you in understanding your role as parents, the following descriptions and notices are provided.

GENERAL INFORMATION

- 1. Emergency Card:** Schools are required to have emergency information on file for each student. Incomplete or wrong data on this card could endanger the safety of your child in an emergency. Please read, provide information, sign (after reading the Annual Parents' Rights and Responsibilities Notice, Civil Defense Notice, District Discipline Code and Behavior Guidelines, and Student Acceptable Use Policy for District Computer Network), and return to school. Please Note: CONTACT THE SCHOOL IF ADDRESS AND/OR TELEPHONE NUMBERS ARE CHANGED AT ANY TIME DURING THE YEAR.
- 2. Medical Health Care and /or 504 Plan:** Students with a medical condition that requires management and/or emergency care during the school day will be individually assessed to determine the need for a health care plan and/or 504 accommodations.
- 3. Free/Reduced Lunch Notice:** The government provides a free and reduced price lunch program to all families. If you are eligible, complete the application and return it to your child's school. READ AND RESPOND IF ELIGIBLE.
- 4. Student Insurance Notice:** Parents are financially responsible for students at all times. The district does not pay for the costs of accidental injuries to students, nor does the district pay for student accident insurance. Student accident insurance must be provided by your own policy and/or the student insurance offer enclosed. If you desire this coverage, follow the instructions on the notice. READ AND RESPOND, IF DESIRED.
- 5. Civil Defense and Disaster Policy and Procedure:** District information is available at the local school or the Educational Services Department at the District Office.
- 6. News Media/Photo Release Form:** On occasion, news media request an interview with a student or group of students and, many times, desire to take photographs. In addition, the school and/or district may wish to use a student's image or words in school/district publications. For school/district initiated publicity, a parent must provide permission or refusal by completing the SRVUSD Media/Photo Release Form.
- 7. Liability When Students Are Not On School Property:**

The district is not responsible nor in any way liable for the conduct or safety of any student at any time when such student is not on school property, unless the district has undertaken to provide transportation for such student to and from the school premises, has undertaken a school-sponsored activity off the premises of the school, has otherwise specifically assumed such responsibility, or has failed to exercise reasonable care under the circumstances. In the event of such a specific undertaking, the district, board, or person authorized by the district shall be liable or responsible for the conduct or safety of any student only while such student is or should be under the immediate and direct supervision of an employee of such district or board. Parents shall be informed of any field trips or other activities that require their student's absence from the school premises during the regular school day and shall be informed if their student is allowed to leave school premises during the lunch period. (E.C. 44808)
- 8. Education Code (E.C.):** Questions regarding sections cited in this notice may be directed to the school office or the Educational Services Department at the District Office.
- 9. Family Educational Rights and Privacy Act (FERPA):** Questions regarding sections cited in this notice may be directed to the school office or the Educational Services Department at the District Office.

- To consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. (34 CFR § 99.30 and 99.31)

..One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

..The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Parents of Students in Title I Schools (FERPA)

- Parents of students in Title I schools have the right to request information regarding the professional qualifications of their child’s teacher including, at a minimum:..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;..The baccalaureate degree major of the teacher and any other graduate certification or degree held;..Whether the child is provided services by paraprofessionals, and if so, their qualifications.
- Parents must also be notified if their child is taught by a teacher that is not “highly qualified” for four consecutive weeks or more.

..Contact the school principal in writing

Parents of English Learner Students (FERPA)

- Parents of limited English proficient (English Learners) students participating in a language instruction program shall be notified, not later than 30 days after the beginning of the school year, of the following

..Inquiries should be directed to the school sites

..The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;

..The child’s level of English proficiency, how such level is assessed, and the status of the child’s academic achievement;

..The methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;

..How the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;

..How such program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;

ANNUAL PARENTS' RIGHTS AND RESPONSIBILITIES NOTICE CONTINUED

..The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school, if applicable;

..In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;

..Information pertaining to parental rights that includes written guidance detailing the right of parents to have their child immediately removed from such program upon their request, and the option parents have to decline to enroll their child

Schools in Program Improvement or Corrective Action (FERPA)

- Any school that has been identified for Program Improvement or Corrective Action must promptly notify parents as follows;

..An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the state educational agency involved;

..The reasons for the identification;
..an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
..an explanation of what the local educational agency or state educational agency is doing to help the school address the achievement problem;
..an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
..an explanation of the parents' option to transfer their child to another public school, with transportation provided, or to obtain supplemental educational services for the child, as applicable.

The law also requires that each of the above notifications be provided in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand.

Parents have the right to request students be exempted from:

- Instruction in comprehensive sexual health education, HIV/AIDS prevention education and research on pupil health behaviors and risks. (E.C. 51938) (E.C. 51933-51934)

- Any physical examination of a student (the school retains the right to determine when a student's health is detrimental to other students). (E.C. 49451)

No San Ramon Valley Unified School District site has been identified by the State or federal government for Program Improvement or corrective action.

Description of school program and procedure for exemption:

..Instruction, appropriate to each grade level (K-12), in communicable diseases (including HIV/AIDS and sexually transmitted diseases), family life, and substance abuse will occur as part of each student's instructional program. Written and audiovisual educational materials are available for preview. Exemption from this instruction may be requested from the Director or Secondary Education at the SRVUSD Office.

..Physical examinations are required prior to initial enrollment and again when the student wishes to participate in interscholastic sports. Physical exams are recommended prior to 7th and 9th grades and prior to participation in any program, which may involve activities of a strenuous nature. Inquire at the school office about exemption from these examinations.

ANNUAL PARENTS' RIGHTS AND RESPONSIBILITIES NOTICE CONTINUED

- Screening examination of a student, which includes vision, hearing, and scoliosis. (E.C. 49452, 49452.5, 49455)

Parents or guardians must request in writing or consent by signature:

- For inclusion in group medical or hospital insurance programs offered to students by the district. (E.C. 49472)
- To the administration of an immunization agent for the prevention and control of communicable diseases in school-age children. (E.C. 49403)
- For assistance by the school nurse or other designated school personnel in the administration of medication during the school day as prescribed by a physician. (E.C. 49423)

Parents or legal guardians must notify the school:

- Of any student on a continuing medication regimen for a non-episodic condition, to include the medication being taken, the current dosage, and the name of the supervising physician. (E.C.49480)
- If they do not want directory information regarding their student to be released. Otherwise, the following information is available to authorized people when it is deemed in the best interest of the student (name, address, telephone number, date and place of birth, area of study, school activities, weight and height {athletes}, dates of attendance, honors and awards, and the previous schools attended. (E.C. 49073 & 34CFR § 99.3)
- District Board Policy 5123(a) states that students are expected to progress through the grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement. The policy outlines the criteria for identification of students who may need to be retained in their grade level on the basis on state assessment results, classroom performance, student grades, and other indicators of academic achievement. For these identified students, promotion may be contingent upon participation in summer school or remediation programs. The decision to retain will be discussed with the student's parents/guardian and the school principal before any final determination is made. (E.C. 48070.b)
- Non-public, nonsectarian school services shall be available to identified students as required by the individual with exceptional needs when no appropriate public education program is available. District, SELPA and/or County requirement must be met prior to services being provided. (E.C. 56365.a)
- Students having a mental or physical impairment which substantially limits a major life activity may qualify for 504 accommodations and/or special education or related services (Rehabilitation Act of 1973, Section 504)

..Vision screening is required upon first enrollment and at least every third year thereafter until completion of the 8th grade (K,2,5,8). Hearing screening is required in either kindergarten or 1st grade and in 2nd, 5th, 8th, and 10th or 11th grades. Scoliosis screening is required for 7th grade girls and 8th grade boys. Exemption from the above screenings may be requested at the school.

Program description and procedure for inclusion:

..All students are offered the chance to purchase group accident insurance at the beginning of the school year or upon initial enrollment. The form must be signed by parent or guardian for student to be included.

..All emergency immunization programs will be announced in advance by the County Health Department and will require specific parent signature.

..A form entitled "Medication During School Hours" must be completed before any student will be allowed to bring medication to school, including over-the-counter medication. Forms are available from your school office.

Procedure for meeting this obligation:

..Forms for providing this information are available at your school office.

..Contact the school office in writing. In grades 9-12, students' personal information will be released to the Military unless the Military Waiver form is completed and returned to the school.

..Inquiries should be directed to school sites.

..Inquiries about special education services and procedures should be directed to the Special Programs Office.

.. Inquiries should be directed to school sites.

ANNUAL PARENTS' RIGHTS AND RESPONSIBILITIES NOTICE CONTINUED

- Beginning with course selection for the seventh grade and each time thereafter that a new course or schedule is selected, students are advised regarding course selection and the possible effect of course selection on future career choices. Parents are encouraged to be involved in this process and no significant decisions are made without a parent signature.
 - ..Parent participation in the course selection and career guidance process may be arranged by contacting your school.
- Rules of the district pertaining to student discipline are available at each school. (E.C. 35291)
 - ..Discipline rules are normally distributed as part of each school's handbook. If you do not receive them, please contact your school office.
- No test, questionnaire, survey, or examination containing any questions about the student's personal beliefs or practices in sex, family life, morality, and religion, or any questions about his parents' or guardians' beliefs and practices in sex, family life, morality, and religion, shall be administered to any student in kindergarten or grade 1 through grade 12, inclusive, unless the parent or guardian of the student is notified in writing that such test, questionnaire, survey or examination is to be administered and the parent or guardian of the student gives written permission for the student to take such test, questionnaire, survey or examination. (E.C. 51513)
 - ..Inquiries should be directed to school sites.
- Each teacher shall endeavor to impress upon the minds of the students the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties, and dignity of American citizenship, including kindness toward domestic pets and the humane treatment of living creatures, to teach them to avoid idleness, profanity, and falsehood, and to instruct them in the manners and morals and the principles of a free government.
 - ..Inquiries should be directed to school sites.
- Course outlines, teacher guides, and resource reference materials are available for review at the various sites.
 - ..Inquiries should be directed to school sites.
- School authorities may excuse a student from school to obtain confidential medical services without the consent of the student's parent/guardian. (E.C. 46010.1)
 - ..Inquiries should be directed to school sites.
- A student, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises of four or fewer days per month, provided the student meets the minimum day regulation as established by the State Board of Education. (E.C. 46014)
 - ..Written requests must be submitted to the principal or designee.
- Parents of currently enrolled or former students have an absolute right to access any and all student records related to their children that are maintained by the school district or private school. (E.C. 49069)
 - ..Inquiries should be directed to school registrars.
- Parents may select the school the child shall attend, irrespective of the particular location of the parent's residence within the district, subject to the following priorities:
 - A. Students who reside within the attendance area of a school (resident) of the district.
 - B. Students who are diverted to other than resident schools.
 - C. Students for whom changes in school assignment are requested through the intradistrict transfer process.
 - D. Students who are considered to be residents of the district by virtue of the place of employment of the parents.
 - E. Students from other district who enroll in SRVUSD by the Interdistrict transfer process. (B.P. 5116)
 - ..Inquiries should be directed to the Division of Educational Services at the District Office.

ANNUAL PARENTS' RIGHTS AND RESPONSIBILITIES NOTICE CONTINUED

- A student shall be excused from school for justifiable personal reasons, including, but not limited to, an appearance in court, observation of holiday or ceremony of his/her religion, attendance of religious retreats, or an employment conference, when the student's absence has been requested in writing by the parent or guardian and approved by the principal or designated representative. (E.C. 48205)

..Written requests must be submitted to the principal or designee.

- Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the district. Parents or guardians of students within this category shall be given notice regarding the availability of such individualized instruction. This applies to students who are going to be out for 10 days or more, not to exceed three months. (E.C. 48206.3)

..Inquiries should be directed to the Division of Educational Services at the District Office or the principal of each school.

- A student with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the student with the temporary disability to notify the school district of the student's presence in a qualifying hospital. (E.C. 48207, 48208) This applies to students who are going to be out for 10 days or more, not to exceed three months.

..Inquiries should be directed to the Division of Educational Services at the District Office or the principal of each school.

- Any student with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection. A student's objection to participation in an education project pursuant to this section shall be substantiated by a note from his or her parent or guardian. (E.C. 32255-32255.6)

..Inquiries should be directed to school sites.

- Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was suspended may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (E.C. 48900.1)

..Inquiries should be directed to school sites.

- Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

..In such an instance, the parent should communicate directly with the principal.

- If a student is suspended or expelled for any of the first four offenses listed under "Grounds for Suspension and Expulsion:" in the Discipline Code and Behavior Guidelines, the principal or designee must notify law enforcement personnel. (E.C.48902)

..Inquiries should be directed to school sites.

BEHAVIOR GUIDELINES & DISCIPLINE CODE

STUDENT CONDUCT BP 5131 (PHILOSOPHY)

A safe and positive learning environment is essential for the optimum development of each student and for quality education. Schools are expected to provide an orderly, caring, and nondiscriminatory learning environment in which all students feel comfortable and take pride in their school and in their personal achievements. To achieve this goal, staff is expected to teach students the meaning of equality, human dignity, and mutual respect, and to employ learning strategies that foster positive interactions among students from diverse backgrounds. School personnel must prevent and protect against behavior which threatens the safety of individuals or property, or which disrupts learning. School and district personnel shall model positive behavior and attitudes that are respectful of all individuals. In enforcing the rules of the schools, the district, and the state, the staffs of the schools believe that students must understand that their actions do have consequences. As students become responsible for their own behavior, they develop the self-discipline needed for good citizenship.

To ensure the success of students in a school environment, teachers, counselors, administrators, and parents must work cooperatively. Parent support is essential to school staffs' efforts to assure that students respect and follow the rules and regulations of the schools. Students must be responsible for appropriate behavior, regular school attendance, and continued striving for academic excellence.

Education Code (ED) Section 48904 (a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian shall not exceed \$10,000.

Student Rights and Responsibilities

Additional information regarding students' rights may be obtained from the principal of each school or the Division of Educational Services at the District Office.

STUDENT RIGHTS

1. Receive appropriate educational programs.
2. Be informed about school and district rules and regulations pertaining to students.
3. Attend school and classes unless removed under due process as specified in the Education Code and district procedures.
4. Attend school in an academic and social climate that is free from fear and violence.
5. Receive fair and reasonable treatment from those who are responsible for enforcing standards of student conduct.
6. Examine, with the assistance of a certificated staff member, personal records upon reaching the age of 16.
7. Be free from harassment, threats, or intimidation (includes but not limited to ethnic, racial, religious, sexual, sexual orientation) that are pervasive and create an intimidating, hostile, or offensive learning atmosphere.

STUDENT RESPONSIBILITIES

1. Students shall comply with class requirements for the completion of assignments and for reporting to class with required materials.
2. Each student shall be accountable for his/her attendance for every day that school is in session. Legal and illegal absences (BP 5113) shall be recorded by the school. All illegal absences shall be reported to parents. To the extent that absence or tardiness limits participation by a student in class activities, his/her grade may be affected.
3. Know and obey school rules and follow directions and requests of school personnel.
4. Students are expected to act respectfully towards all other students and towards adults. They are not permitted to demean, tease, ridicule, or intimidate others by word, action or sexual harassment.
5. Behave in such a way that it does not disrupt the learning of others.
6. Respect public and personal property.
7. Report to a school official behavior from another person that is not welcome, that is personally offensive, that lowers morale, and that therefore interferes with academic effectiveness.

Parent Rights and Responsibilities

PARENT RIGHTS

1. Be informed of district policy and school rules and regulations related to your son or daughter.
2. Visit school periodically. Participate in conferences with teachers or counselors regarding the academic and behavioral status of your son or daughter.
3. Inspect your son or daughter's records with the assistance of a certificated staff member.
4. Be informed of significant facts and school action related to your son or daughter's behavior and academic progress.

PARENT RESPONSIBILITIES

1. Be available to school staff during the day by maintaining current phone numbers at the school (home, work, emergency).
2. Cooperate with school staff in helping your son or daughter when discipline, attendance, or progress in school becomes a problem.
3. Assure that your son or daughter is in school and on time every day. Notify the school within 48 hours of the days and times of and reasons for your son or daughter's legitimate absences or when he/she must leave campus during the school day.
4. Assist your son or daughter in being prepared for school by providing proper nutrition, adequate sleep, and a quiet place to study.

Teacher Rights and Responsibilities

TEACHER RIGHTS

1. Expect students to behave in a manner that will not interfere with education for themselves and for other students.
2. Teach with interruptions held to a minimum.
3. Receive parental support related to academic and social progress of students.
4. Suspend a student from a class within the limits of the law.
5. Be notified of students who have engaged in, or are reasonably suspected to have engaged in, any of the acts for which students may be suspended or expelled. The information provided must encompass the previous three school years.
6. Receive administrative support when enforcing rules designed to provide an appropriate classroom climate.

TEACHER RESPONSIBILITIES

1. Provide appropriate instruction and educational programs that are designed to meet the individual needs of all students.
2. Develop and implement instructional plans to meet the academic standards adopted by the Board of Education.
3. Communicate regularly with parents concerning student progress. Notify student and parents as soon as possible if the student is in danger of failing the course. Student participation in classroom activities may be included in the teacher's grading criteria.
4. Be aware of district and school rules and procedures and take appropriate action if student's behavior is unacceptable.
5. Inform administrators and parents when student's behavior is unacceptable.
6. Maintain a safe, well-organized classroom/school climate that is conducive to learning.
7. Be a positive role model for students.

Administrator Rights and Responsibilities

ADMINISTRATOR RIGHTS

1. Expect students to behave in a manner that will not interfere with the educational programs and related student activities offered by the school.
2. Receive parental support related to academic and social progress of students.
3. Receive support from all school employees and parents in maintaining campus control.
4. Assign, when appropriate, detention and suspension, and recommend expulsion within the limits of the law.

ADMINISTRATOR RESPONSIBILITIES

1. Inform staff, students, and parents about school and district discipline standards and procedures.
2. Counsel with students and parents regarding disciplinary matters.
3. Inform parents of any illegal absences.
4. Supervise efforts to maintain the academic standards adopted by the Board of Education.
5. Provide leadership that will establish, encourage, and promote good teaching and learning.
6. Provide for prompt and equitable handling of grievances and ensure due process for all parties.
7. Be a positive role model for school community.

Attendance

Students and their parents are responsible for individual attendance. Parents should be aware there is a revenue loss to the district for any absence (excused or unexcused). A student is considered "truant" if he/she is absent without a valid excuse three days in one school year or tardy (in excess of 30 minutes) without a valid excuse, on each of more than three days in one school year. Each school will establish procedures for addressing student tardiness. A "truant" student may be referred to the Student Attendance Review Board (SARB) and may be subject to prosecution, which may include suspension or revocation of his/her driving privilege and/or fines of up to \$100. Irregular attendance notifications may also be sent by the district and/or school sites if the student's attendance pattern (unexcused or excused - full day or tardies of any length) impacts the child academically or impacts classroom instructional practices. Students with irregular attendance may also be referred to SARB.

Students shall attend and shall be punctual to all classes and activities to which they are assigned. If a student does not attend assigned classes or activities and has not obtained teacher approval to be elsewhere, the absence shall be presumed illegal and reported to the attendance office. When a student's illegal absence from school and/or class is verified, the parents will be notified. A student may be dropped from class for three illegal absences. Each school shall establish an early warning system so that students and parents are aware that loss of credit will occur after a specific sequence of warnings and conferences. If a student's schedule is reduced below a minimum day requirement due to habitual truancy, he/she may be transferred to an alternative program in the district. The students and parents have a right to a hearing before the superintendent or designee for actions taken as a result of this procedure.

Saturday School - A student who is considered truant as defined under E.C. Section 48260 may be required to attend makeup classes conducted on one day of a weekend. (E.C. 37223)

Students shall be given the opportunity to complete an independent study contract during a planned absence (such as family emergencies, trips, religious holidays). Independent study contracts are granted for no fewer than five days and up to 10 consecutive school days as approved by the principal. Parents and students must request an independent study contract from the teacher at least three to five days prior to the planned absence. Other legal absences include illness, medical, dental, or optometric appointments, funerals, court appearances, and participation in approved school activities.

Reporting Absences:

Elementary - Parents of elementary students should call their school's attendance telephone the morning of a student's absence.

Secondary - All absences must be cleared within two days of returning to school by parent either telephoning or sending a note to school.

Dress

Dress and grooming standards shall be established at each school. Students shall be prohibited from wearing buttons, badges, armbands, or other insignia which are obscene, libelous, or slanderous according to current legal definitions; or that express or advocate prejudice towards another based on gender, race, color, religion, age, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics or any other unlawful consideration. Students shall be restricted from wearing clothing or other adornment that promote alcoholic beverages, illegal substances, or which detract from the learning environment. Appropriate footwear is required for all students. Students shall be restricted from wearing clothing and/or accessories that imply gang affiliation. School regulations shall prohibit activity which is illegal or which creates a clear and present danger of the commission of unlawful acts on school premises. Students and parents shall be given written notification of all rules pertaining to student behavior at the beginning of each year and upon initial enrollment.

Sun-Protective Clothing for Outdoor Activities

Effective January 1, 2002, Senate Bill 310 became law, requiring each school site to allow pupils to wear sun-protective clothing, including hats while outdoors during the school day. SB 310 also allows each school site to set policy related to the type of sun-protective clothing that is permitted. Policies adopted pursuant to this bill may still prohibit students from wearing specific clothing and hats if the apparel is determined by the district or school site to be gang-related or otherwise inappropriate. (SB 310)

Possession of Cellular Phones at School

Possession of cellular phones, pagers, or other electronic devices by a student, at school, is a privilege, which may be forfeited by any student who fails to abide by the pertinent district or school rules that pertain to the possession/use of such devices. Cellular phones, pagers, or other electronic devices are not to be used, heard or visible in or during class, instructional time, or school activities as defined by the school. The district/school shall not be responsible for the loss of or damage to a cellular phone brought onto campus. If students do not comply with school and district guidelines, the device may be confiscated. Violations may result in further disciplinary consequences.

Student Conduct

The district believes that all students have a right to a safe and healthy school environment. To that end, the district, schools, and community have an obligation to promote mutual respect, tolerance and acceptance. Behavior that infringes on the safety of any student is unacceptable. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling; and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Students who act in violation of this policy may be subject to school/district disciplinary procedures up to and including expulsion.

Grounds for Suspension and Expulsion

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion.

Ed Code 48900	OFFENSE
A.	1.Caused, attempted to cause, or threatened to cause physical injury to another person. 2.*Willfully used force or violence upon the person of another, except in self- defense.
*B.	Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
*C.	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
*D.	*Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and presented same as a controlled substance, alcoholic beverage, or intoxicant.
E.	Committed or attempted to commit robbery or extortion.
F.	Caused or attempted to cause damage to school property or private property.
G.	Stole or attempted to steal school property or private property.
H.	Possessed or used tobacco, or any product containing tobacco or nicotine products (except in the very limited instance of nicotine as an ingredient of a prescribed drug that requires ingestion during school hours) including, but not limited to, cigarette, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
I.	Committed an obscene act or engaged in habitual profanity or vulgarity.
J.	Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
K.	Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
L.	Knowingly received stolen school property or private property.
M.	Possessed an imitation firearm.
N.	Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the Penal Code.
O.	Harassed, threatened, or intimidated a student witness.
Additional Grounds:	
*	Sexual harassment. (Ed Code 48900.2)
*	Committed an act of hate violence. (Ed Code 48900.3)
*	Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4)
*	Terrorist threat against school official or school property. (Ed Code 48900.7)
*	Hazing (Ed Code 32050-51)
Any of the above may be referred to a law enforcement agency.	
*The principal or designee must notify law enforcement personnel of these offenses.	

DETENTION-Detention shall be limited to one hour on school days and four hours on non-school days. A parent/guardian of the student to be detained must be notified at least twenty hours prior to the beginning of the detention. Saturday School attendance for discipline is at the election of the student or, in the case of a minor, the parent/guardian. (E.C. 37223)

SUSPENSION-Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/guardian shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/guardian, the parent/guardian is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity. (E.C. 48900 (p) At the discretion of the school administration, a student may receive "inhouse" suspension, serving the term of suspension on campus under the supervision of school staff (E.C. 48911.1)

EXPULSION-Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1)

(Revised 4/9/08)

POLICY ON SEXUAL HARASSMENT

BP 5145.7

It is the policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct or communications constituting sexual harassment, as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions (Education Code 212.5):

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

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

Verbal or written conduct: making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.

Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, etc.

Physical conduct: inappropriate touching or impeding one's movement.

Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

A copy of this policy on sexual harassment shall be 1) displayed in a prominent location at school sites and work sites, 2) provided as part of the orientation for new students at the beginning of each term as applicable, 3) provided for employees annually at the beginning of the school year and for each new employee, and 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district. Inservice regarding this policy and administrative procedure will be provided to all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

Complaint Procedure:

Step I - Informal Resolution: It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably. If possible, such problems and complaints should be resolved in an informal manner. Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

Step II - Verbal or Written Complaint: **Students should follow complaint procedures designated in Administrative Regulation 5145.7, Sexual Harassment, Students.** A student should initiate a complaint to a teacher or administrator verbally or in written form. The complaint should include information regarding the name(s) of the person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and where the conduct occurred, the number of times it occurred, any informal attempts at resolution), and the names of any witnesses. Administrative Regulation 5145.7 may be obtained from the school principal or the Superintendent.

Employees or applicants for employment who feel that they have been sexually harassed should contact their supervisor, principal, other district administrator or the Superintendent in order to obtain procedures for reporting a complaint. Complaints of sexual harassment against a district employee may be filed in accordance with AR 1312, Complaints Against School Personnel. Complaints alleging that a specific action, procedure or practice sexually discriminates, can be filed in accordance with AR 4031, Complaints Concerning Discrimination in Employment.

Any supervisor who receives a sexual harassment complaint shall notify the Superintendent or designee, who shall ensure uniform application of this policy and that the complaint is appropriately investigated.
(Board Policy Adopted September 22, 1998)

**NOTICE OF COMPLIANCE WITH FEDERAL REGULATIONS
NON-DISCRIMINATION (BP 0410)
UNIFORM COMPLAINT PROCEDURES**

The District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, race, ancestry, color, religion, national origin, ethnic group identification, marital or parental status, physical or mental disability or any other unlawful consideration. The District promotes programs, which ensure that discriminatory practices are eliminated in all District activities. The Governing Board recognizes that the District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs.

The District follows uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, vocational education, child nutrition programs and special education programs. Any 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. The District investigates and seeks to resolve complaints at the local level. If the complaint cannot be resolved at the school level, the following compliance officer and Title IX Coordinator has been designated to receive and investigate complaints to ensure District compliance with law:

**Roberta Silverstein, Assistant Superintendent
San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, CA 94526
ph: (925) 552-2923 fax: (925) 820-8106**

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in the complaint procedures. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. Within sixty (60) days from receipt of a complaint, the District will complete a mediation/investigation and prepare a written decision. Any complainant may appeal a District decision to the State Superintendent of Public Instruction within fifteen (15) days of receiving the District decision. The District Uniform Complaint Procedure is governed by Board Policy and Administrative Regulation 1312.3. A copy of this policy and regulation may be obtained from the school principal or the above named compliance officer. Nothing in District procedures precludes a complainant from pursuing available civil law remedies, such as mediation centers, public/private interest groups and/or attorneys, etc. For discrimination complaints, however, a complainant must wait until sixty (60) days from the filing of an appeal with the California Department of Education before pursuing civil law remedies.

UNIFORM COMPLAINT PROCEDURES (BP 1312.3)

The Governing Board recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs, except those complaints related to instructional materials, condition of facilities, or teacher vacancies or misassignments shall be processed in accordance with Board Policy 1312.4. 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 or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, career/vocational education, child care and development programs, child nutrition programs and special education programs, and allegations of unlawful discrimination (age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental/physical disability).

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board acknowledges and respects students and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Nothing in this policy precludes a complainant from pursuing available civil law remedies, such as injunctions, restraining orders, public/private interest groups, attorneys, or mediation centers. The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations. The following alternative dispute resolution is available:

Contra Costa Conflict Resolution Panels
Project of the Center for Human Development
391 Taylor Blvd, Suite 120
Pleasant Hill, CA 94523
(925) 798-6132

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Roberta Silverstein, Assistant Superintendent
San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, California 94526

Complaints of employment discrimination are not subject to the State's uniform complaint procedure. Such complaints shall be sent to the following administrator who may use the procedures contained in this policy as general guidelines in the handling of such complaints:

Roberta Silverstein, Assistant Superintendent
San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, California 94526

Overview of Timelines:

1. The affected person or another person on his/her behalf must initiate the complaint 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).
2. At any time in the process, the compliance officer shall discuss with the complainant the possibility of using mediation. The compliance officer shall then make arrangements for a mediation conference.
3. Within 60 days of receipt of a complaint, the Superintendent or designee shall complete the investigation and send a written decision to the complainant.
4. The written decision shall include notice of the complainant's right to appeal the decision within 15 days of receiving the District written report to the California Department of Education.

This policy will be distributed annually to students, employees, parents, district-site advisory committees and other interested parties. For a full description of the Uniform Complaint Procedures, parties should request Administrative Regulation 1312.3.

WILLIAMS UNIFORM COMPLAINT PROCEDURES REGARDING FACILITIES, INSTRUCTIONAL MATERIAL, AND TEACHER ASSIGNMENTS AND HIGH SCHOOL EXIT EXAM INSTRUCTION AND SERVICES (Board Policy 1312.4)

The Governing Board recognizes that the district has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level.

This complaint procedure is adopted in order to comply with Education Code Section 35186 to help identify and resolve any deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment and high school exit examination instruction and services. The Responsible District Officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the California Code of Regulations, Title 5, Section 4632 and Education Code Section 35186.

A notice shall be posted in each classroom in each school as required by Education Code Section 35186.

The District shall provide a complaint form regarding alleged deficiencies related to instructional materials, the condition of facilities not maintained in a clean or safe manner or in good repair, any alleged teacher vacancy or misassignment, or high school exit examination intensive instruction and services. The complaint form shall include a space to mark to indicate whether the complainant requests a response. Complaints shall be filed with the Principal or Principal's designee of the school site at which the alleged violation has occurred. All complaints and responses shall be public records. A complaint about problems beyond the authority of the school Principal shall be forwarded by the school site in a timely manner, but not to exceed ten (10) working days, to the appropriate District official for resolution. The Principal shall provide a copy of the complaint to the Assistant Superintendent of Human Resources who is designated as the Responsible District Officer.

Complainants shall not be subject to retaliation as a result of the filing of a complaint.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Roberta Silverstein, Assistant Superintendent
San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, California 94526

This policy will be distributed annually to students, employees, parents, district site advisory committees and other interested parties. For a full description of the Uniform Complaint Procedures, parties should request Administrative Regulation 1312.4.

ASBESTOS MANAGEMENT IN DISTRICT BUILDINGS

ASBESTOS MANAGEMENT IN DISTRICT BUILDINGS

Since 1983, the San Ramon Valley Unified School District has worked diligently to identify, assess and remove asbestos materials in district buildings. In 1987, the Environmental Protection Agency (EPA) published the Asbestos Hazard Emergency Response Act (AHERA). Because we are committed to maintaining a safe school environment, we have complied strictly with the law.

It is SRVUSD responsibility as the Local Education Agency (LEA) to develop an Asbestos Management Plan (AMP) and designate a person to ensure requirements under section 763.84 of the AHERA rule are properly implemented. Section 763.84 of the AHERA rule requires the SRVUSD to ensure:

1. Inspections, re-inspections, periodic surveillance and response action activities are carried out in accordance with the final rule.
2. Custodial and maintenance employees are properly trained as required by this final rule.
3. Workers and building occupants are informed annually about inspections, response actions, and post-response action activities including re-inspections and periodic surveillance.
4. Short-term workers (e.g., telephone repair workers) who may come in contact with asbestos in a school are provided information about locations of asbestos-containing building materials (ACBMs).
5. Warning labels are posted as required by this final rule.
6. Management plans are available for review and parent, teacher, and employee organizations are notified of the availability of the plan.

This AMP is a program of safe work practices to identify and maintain, in good condition, any friable ACBM, ensure clean up of asbestos fibers previously released, and prevent further release by minimizing and controlling friable ACBM disturbance or damage.

If you have any concerns or questions, please contact the Maintenance Department at 925-824-1878. Thank you.

CIVIL DEFENSE LETTER

Any school located within the San Ramon Valley Unified School District boundaries can be materially affected by a variety of emergency events or disasters, which can occur at any time, with little or no warning. These occurrences may be caused by nature, or by acts of man that are either accidental or intentional. Therefore, it is of the utmost importance that comprehensive planning be conducted in advance by those officials charged with the responsibility for safeguarding the health and well being of students and school employees. A well-designed master plan, rehearsed and tested, can greatly reduce or nullify the undesirable effects of an emergency or disaster, which may occur within or near a school.

The San Ramon Valley Unified School District high schools and designated middle schools are registered with the American Red Cross as mass care centers. In case of any major disaster, the Red Cross operates these centers. Staff members have been given an assignment for a specific duty in case their school is to be used as an emergency mass center.

All schools have set up their own plans and drills for the students of that school. These drills are of two types. There is a monthly fire drill held sometime during the day, and the children are taught to leave the classroom quickly and quietly and to gather at an assigned area so that the teacher can check the roll and make sure all students have left the building. There is also the disaster drill. Depending upon the type of disaster that has occurred (earthquake, falling aircraft, etc.), it may be necessary to evacuate the school. In case of an earthquake it is better to remain inside the building and get under a desk or table. The emergency disaster drills are held twice a year, once in the fall and again during the spring. These drills are required and are to be carried out by each school for the protection of the students.

At no time will students in grades K-8 be sent home unescorted and without prior parent notification. Students in grades 9-12 may be sent home unescorted if school officials deem it prudent to do so. It may be necessary to evacuate children from a certain school or area, but they will be under the strict supervision of district personnel. If students are evacuated from a school area, all efforts will be made to notify parents as to their location.

The district requests that in case of an emergency disaster at a school, parents do not rush to the school to retrieve their children. They will be taken care of by trained people. If parents converge on a school, they will be doing a disservice to emergency vehicles that may be trying to reach the school.

Please discuss the importance of these drills with your children and encourage them to remain calm, listen and follow directions. It is their welfare school personnel are trying to protect. Explain to them that there may be a time in case of disaster that they might have to remain at school or be taken to some other school until it is safe for them to be returned to their own school or home.

Legal Reference: Title V, Article 1, Sec. 550; Title V, Article 2, Sec. 56

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526
(925) 824-1878 (FAX (925) 866-8131

May, 2008

Dear Parent or Guardian:

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. In order to properly maintain our school sites, we will apply the following pesticides as needed:

Name of Pesticide	Active Ingredient(s)
Roundup Pro	Glyphosate, isopropylamine salt
Sluggo	Ferric Phosphate
Barricade	Cypermethrin
Turflon	Triclopyr, Pyridinyloxyacetic Acid, Butoxyethlester
Gallery	Isoxaben, Kaolin, Crystalline Silica
Merit	Imidacloprid Technical, Glycerine
Methaldehyde Granules	Aldehyde Molluscicide
No Foam B	POE Nonylphcnol, Dodecylbenzene, Sulfonate, Isopropyl Alcohol, Sodium Xylene Sulfonate, Trichloroethane
Ronstar "G"	Oxadiazon
Victor	Mint oil, sodium lauryl sulfate
Cy-kick CS	Cyfluthrin
Dragnet SFR	Permethrin
Maki Parafin Block	Bromadiolone
Maxiforce Fine Granules	Hydramethylnon

You can find out more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's website at www.cdpr.ca.gov.

Below is a form you can use to advise the school district that you want to be notified in advance of individual pesticide applications. Return the form to the address at the bottom of the form. If you have any questions, please contact the Maintenance Department at the SRVUSD Service Center, 824-1878, or email at cseip@srvusd.net.

I understand that, upon request, the San Ramon Valley Unified School District is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school. *I will be contacted by E-mail.

Parent/Guardian Name: _____ Date: _____

Address: _____

E-mail: _____

Student's School(s): _____

*Return to: SRVUSD Maintenance Department
3280 East Crow Canyon Road. San Ramon, CA 94583
or Email to: cseip@srvusd.net *Please submit by: September 26, 2008.

STUDENT ACCEPTABLE USE POLICY FOR DISTRICT COMPUTERS/ NETWORK (BP 6163.4 (a))

The San Ramon Valley Unified School District (the District) is providing all of its schools access to its Digital Telecommunications Network (the Network) and through it to the vast resources available on the Internet. These resources will be used by students primarily in conjunction with teacher directed classroom study. In addition, students may be able to explore and research many fields of study independently using the District Computers/Network.

The Internet is a global computer network which enables connected computers to share files, send and receive messages, and to publish information. As there are millions of computers connected to the Internet serving people in most countries of the world, tremendous information resources are available to students of the District via its Network connected computers. The Internet is an extremely important communications and research resource for students.

However, just as there is accurate and important information accessible over the Internet, there is also much, which is inappropriate for academic purposes. Some individuals use the Internet to spread false information and rumor, while others engage in criminal activities including financial fraud, theft, and the entrapment of minors. When students use the Network to access the Internet, they may be exposed to pornography, racism, sexism, abusive language, and possibly solicitation.

The District takes various measures to protect students from negative elements on the Internet. However, it is impossible for the District to protect students from every kind of threat that exists on the Internet, and students need to take responsibility to use the computers/Network appropriately and not to abuse this resource. Therefore, in order to access the District computer/Network, the District requires students and their parent/guardian read and agree to this Acceptable Use Policy, and that a parent/guardian explicitly permits their student to take part in District sponsored Internet access via the District Network.

The following guidelines identify a student's responsibilities as a user of these resources. If a student violates these guidelines, access to the computers/Network may be suspended or canceled and all future access may be denied. Students may also be subject to other disciplinary action by the District or school in accordance with California Law, District, and/or school policies.

A. Acceptable Use

The purpose of providing access to the Network and through it, the Internet, is to support the educational objectives of the district, classroom instruction and educational research by students.

Transmission of or access to materials, which violate federal or state laws, is prohibited. This prohibition includes, but is not limited to copyrighted materials, threatening or obscene materials, or material restricted through passwords or other user access codes. Any activity, i.e., probing, hacking, scanning, etc., preparatory to or resulting in gaining unauthorized access to a computer will result in disciplinary action. Use for commercial advertising and political lobbying is also prohibited. The District intends to cooperate with the investigation of any legitimate law enforcement agency should an action of a student on the Network lead to such an investigation.

Whether illegal or not, students are prohibited from accessing pornography and/or using obscenities, vulgarities, racist, sexist, threatening, or inflammatory speech when communicating with others using the computers/Network and through it, the Internet. If students encounter such materials while using the Network, they should report the fact to an instructor and stop accessing the material immediately.

Students are prohibited from introducing any unauthorized programs or files and/or computer viruses to the Network or District computers. If students access and import a file from another computer onto a District computer by any means, they are responsible to assure they are not introducing a computer virus into the Network.

Students are prohibited from using another's private account or from allowing another to use their private account. Students are prohibited from sharing private passwords with anyone else or from using another's private password to access their account. Any messages sent or actions taken by students on the Network must be done under their private user account secured by a private password.

B. Privileges

The use of the Network and access to the Internet is a privilege, not a right. If students use the Network inappropriately or if a District or school staff member suspects that students have done so, all access privileges may be suspended or revoked at any time. Reinstatement of access privileges shall be at the discretion of District or school staff members. Use of the District Network should not be regarded as private. District staff may monitor communications and use of the Network, and may inspect files on district computers at any time.