

Homestead High School

Parent/Guardian & Student Handbook
2024-25



21370 Homestead Road
Cupertino, CA 95014
Telephone (408) 522-2500
Fax (408) 522-2518
hhs.fuhsd.org

Words from the Principal

Dear Homestead Students and Parents/Guardians,

Welcome to Homestead High School, home of the Mustangs! Our school benefits from a committed staff, involved parents/guardians, and nearly 2200 diverse and enthusiastic students. The rich academic program challenges every student to set and reach ambitious intellectual and personal goals. At Homestead, our students are expected to become lifelong learners who can communicate, collaborate and think critically. The staff of Homestead is looking forward to all students having a rewarding high school experience.

Since high school is a larger, more complex organization than elementary and middle schools, we know that being informed becomes more difficult for parents/guardians. Communicating with parents/guardians is of vital importance to us and we welcome communication from parents/guardians to strengthen the link between school and community.

Homestead High School has completed the switch in learning management systems from School Loop to Schoology. The most widely used and anticipated communication we have is a weekly "Homestead Blast" as well as our daily bulletin. The "blast" and bulletin contain calendar items, information on upcoming events, as well as Homestead good news. Other avenues of communication include the following:

- Report Cards are mailed to parents/guardians at the end of each semester
- Progress reports are only emailed at six-week intervals prior to the end of the semester only for students earning a D or F. All grades are posted in Schoology throughout the semester
- Computerized phone messages provide parents/guardians information about student absences, school activities and important school/community announcements
- Parent/guardian groups such as PTSA, The Foundation, Boosters Groups, Los Padres are great ways to help support our students and our school
- Parent/guardian Education Nights such as Parent/guardian Orientation Program (POP), Back-to-School Night, and Guidance Nights are all held to inform parents/guardians about important aspects of their students' education. Check the calendar on our website for dates!
- Email is a highly effective way to communicate with staff members. Email addresses can be found on the school website at [hhs.fuhisd.org](https://www.hhs.fuhisd.org) and you should expect a response within 24 to 48 hours.

The Epitaph is a six-decade-old institution of the student press, and is a student-run publication without administrative prior review. The Epitaph has won numerous awards, including the CSPA Gold Crown, JEA Pacemaker and the Scholastic Press Freedom Award and has fought for free speech in the Supreme Court. The Epitaph is dedicated to being the primary source of community news for students, staff and community members. Original content is updated on our website and Instagram account, daily. Print editions are distributed to students on campus every six weeks during the regular school year, and archived on [issuu.com](https://www.issuu.com). Parents/guardians may purchase a subscription to have copies of The Epitaph mailed home. Visit [HHSeptaph.com](https://www.HHSeptaph.com) for more information and to see the latest work from Homestead's student journalists!

Homestead offers many opportunities to help make your high school years the best they can be. I strongly recommend that you get involved in one or more of the activities Homestead has to offer: athletics, color guard, band, choir, dances, drama, honorary organizations, newspaper, orchestra, special interest clubs, spirit squad, student government, and yearbook. Although it's not required, your participation in these activities will open new doors, enable you to meet new people, and reveal incredible possibilities on which to grow and prosper. With your ideas, enthusiasm, and participation, we can continue our tradition of academic excellence. Don't be afraid to get involved! Working together, we will make this a great year.

A Message from the Homestead Administration Team

Sincerely,
HHS Admin

Homestead High School Goals

- All students will be guaranteed an opportunity to learn through standards aligned curriculum, effective instructional practices, and analysis of assessments
- All student will be prepared for post-high school success
- All students will experience a safer, more engaging, and more specific supportive learning environment
- All parents/guardians, students, and other community stakeholders will have a variety of opportunities to learn about and give feedback on school and district priorities, expenditures, and programs

Vision Statement

- Homestead High School is a community which aspires to:
- Develop motivated lifelong learners and creative, innovative thinkers
- Practice honesty, integrity, social responsibility, accountability and respect
- Develop an appreciation of diverse cultures and the arts
- Respond to the academic and personal needs of all students
- Be supportive and active members of the community at large

Schoolwide Learning Outcomes (SLOs)

Homestead High School will prepare all its students to be:

- ❖ Communicators who use oral, written, and visual work effectively
- ❖ Critical Thinkers who create solutions to problems by developing skills to further academic and technological literacy
- ❖ Continuous Learners who set goals and realize through effort and determination they are individually responsible for their actions
- ❖ Collaborators who manage time & resources, demonstrate leadership, and utilize diverse cultural opinions and values to improve the quality of our classroom and beyond

2024-25 Bell Schedule

MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY		
1	8:30	9:15	1	8:30	10:00	4	8:30	10:05	1	8:30	10:00	4	8:30	10:05
2	9:20	10:05	2	10:05	11:35	Tut	10:10	10:50	2	10:05	11:35	Tut	10:10	10:50
Tut	10:10	10:35	Br	11:35	11:50	Br	10:50	11:05	Br	11:35	11:50	Br	10:50	11:05
3	10:40	11:25	3	12:00	1:30	5	11:15	12:45	3	12:00	1:30	5	11:15	12:45
Br	11:25	11:40	Lu	1:30	2:15	Lu	12:45	1:30	Lu	1:30	2:15	Lu	12:45	1:30
4	11:50	12:35	7	2:20	3:50	6	1:35	3:05	7	2:20	3:50	6	1:35	3:05
5	12:40	1:25												
Lu	1:25	2:10												
6	2:15	3:00												
7	3:05	3:50												

2024-25 Important Dates

Please check Homestead's school calendar for additional important dates on our [website](#).

August 19	First Day of School	January 6	School resumes for second semester
September 2	Labor Day - no classes	January 20	Martin Luther King Day - no classes
October 14	Teacher Non-Duty Day - no classes	Feb. 17 to 21	President's Week - no classes
November 11	Veterans Day - no classes	March 17	Non-Duty Day - no classes
Nov. 27 to 29	Thanksgiving Break - no classes	April 14 to 18	Spring Break - no classes
Dec. 23 to Jan. 3	Mid-Year Break - no classes	May 26	Memorial Day - no classes
		June 5	Last day of the school year

Contact Information

Please refer to the HHS website for the most current contact information.

The Guidance and Student Services (GSS) Office is open from 7:45 am to 4:15 pm, Monday through Friday. Contact information can be found on our [website](#).

To reach any staff member by email: *first name_last name@fuhsd.org* or you can also email them through Schoology.

Messages for Students

We are unable to interrupt classes for messages or deliveries to students. If your student needs to receive a delivery from a parent/guardian or family member, they can make arrangements directly with that person to meet them in front of the GSS building at the Mary Avenue staff parking lot. Remember, students cannot leave campus without an Off Campus Pass, which can be acquired in advance through the Attendance Desk (contact information below).

General Information – GSS Office (408) 522-2500

Administration / Support Staff

Denae Nurnberg, Principal (408) 522-2501

Tricia Crane, Executive Assistant (408) 522-2502

Nico Flores, Assistant Principal (408) 522-2511, Patricia Houe, Assistant Principal's Secretary (408) 522-2522

Paula Mockler, Assistant Principal (408) 522-2510, Lisa Fisher, Assistant Principal's Secretary (408) 522-2507

Terri Hannigan, Assistant Principal (408) 522-2509, Cori Esquivel, Assistant Principal's Secretary (408) 522-2505

Maria Trejo, Dean (408) 522-2506

TBD, Dean (408) 522-2556

Elder Fagundes, Facilities Manager (408) 522-2529

Terri Fortson, Food Services Manager (408) 522-2569

Academic Center, Emma Zhou (408) 522-2571

Library, Verna Grant & Shannon Vakili (408) 522-2555/2560

Data Tech, Tricia Palomino (408) 522-2504

Registrar, Annabelle Alderette (408) 522-2503 ~ 24 hour notice is required for all requests

Student Conduct Specialist, Louise Garces (408) 522-2508

School Based Therapist, Sarah Loyd (408) 522-2533

Activities Director, Hector Almendarez (408) 522-2500

Associated Student Body (ASB) Office, Candi Marugg (408) 522-2534

Athletic Director, Chris Grossman (408) 522-2535

Attendance, Bethany Salvador (408) 522-2515/2513

College and Career Center, Shay Bellamy (408) 522-2521

School Counselors

Marisa Amezquita (A – E) (408) 522-2550

Raquel DeJesus (F – La) (408) 522-2520

Wilma Wu (Le – Ph) (408) 522-2544

Derek Chan (Pi – Va) (408) 522-2520

Maricarmen Alanis (Ve – Z) (408) 522-2519

Community Resources and Crisis Hotlines

General Mental Health Resources (Links to websites are underlined)

- [Toll-free Mental Health Call Center](#): 800-704-0900
- Mental Health Urgent Care (MHUC) Walk-in: 408-885-7855
- [YWCA of Silicon Valley](#)
- [National Alliance on Mental Illness \(NAMI\) Santa Clara County](#): 408-453-0400
- Self-help Centers: Zephyr – 408-792-2140; Esperanza – 408-852-2460
- [Trans Lifeline](#): 877-565-8860
- [Center for Living with Dying](#)
- [Allcove Palo Alto](#)
- [988 Informational Flyer](#)
- [Downtown Youth Wellness Center](#) (725 E. Santa Clara Street, Suite 105, San Jose)

Suicide Prevention & Student Support Phone Lines

- [American Foundation for Suicide Prevention](#)
- Crisis Text Line: Text "LISTEN" to 741741

- [National Suicide Prevention Hotline/Suicide and Crisis Lifeline \(24 Hour\)](#): 800-273-TALK (8255) or 988
- [Santa Clara County 24 Hour Suicide & Crisis Hotline](#): 1-855-278-4204
- Bill Wilson Youth Hotline (24-hours Suicide & Crisis Line): 408-850-6125

Sexual Assault, Rape and Domestic Violence Support

- Rape Crisis Hot Line (24-hour): 650-493-7273
- YWCA Silicon Valley Sexual Assault and Domestic Violence Support Line: 800-572-2782
- National Domestic Violence Hotline: 800-799-7233, text 'START' to 88788
- Rape, Abuse & Incest National Network: rainn.org
- National Sexual Assault Hotline: Call & Text: 1-800-656-4673
- National Human Trafficking Hotline: Call: 1-888-373-7888 or Text: 233733

Substance Abuse Treatment Services

- [Substance Use Treatment - Gateway](#): 800-488-9919
- [FUHSD Interventions for Drug & Alcohol Abuse](#)

Child Protective Services

- [Department of Social Services - Child Protective Services](#)

Community Counseling Support (Sliding Fee Scale)

- [Community Health Awareness Council](#)

Eating Disorder Treatment Services

- [Eating Disorders Resource Center](#)
- [The Healthy Teen Project](#)
- [National Association of Anorexia Nervosa and Associated Disorders \(ANAD\)](#)
- Eating Disorders Helpline: Chat, Call & Text: 800-931-2237
- National Eating Disorders Association (NEDA): www.nationaleatingdisorders.org/

Cyber Bullying Resources

- [Stop Bullying.Gov](#)

Emergency Youth Housing

- [Bill Wilson Center](#)

Grief Support

- [KARA Grief Support for Children, Teens, Families and Adults](#)
- [Center for Living with Dying \(part of the Bill Wilson Center\)](#)

LGBTQ Resources

- [LGBTQ Youth Space at the Billy De Frank Center](#)
- [Parents, Families, Friends, LGBTQ People and Allies United for Equality](#)
- Trevor Lifeline LGBTQ+ Crisis Support: 1-866-488-7386

Family Services

- [Strengthening Families](#)
- [Family and Children Services of Silicon Valley](#): (650) 326-6576

Local Community Resources

- [Sunnyvale Community Services](#)
- [West Valley Community Services](#)
- [Asian Americans for Community Involvement](#)
- [Asian American Recovery Services](#)
- [Alum Rock Counseling Center](#)

Transitional Age Youth (Ages 14-25)

- [Uplift Family Services](#): 408-379-9085
- Child & Adolescent Mobile Crisis Program (CACP): 877-412-7474
- [Bill Wilson Center 24/7 Teen Line](#): 888-247-7717

Emergency Food & Shelter

- [Homeless Helpline operated by HomeFirst](#): 408-510-7600
- [Second Harvest Food Bank](#): 408-266-8950
- Food Connection Toll-Free Line: 800-984-3663

Servicios de Crisis

- Norte del Condado: 650-494-8420
- Sur del Condado: 408-683-2482

Parent/Guardian Support

- Pacific Clinics (Santa Clara County) provides free in-home suicide assessment and safety planning: 408-379-9085 or 1-877-412-7474

Guidance Information

Preparation for graduation and what lies beyond requires decisions that can overwhelm students as they begin their high school years. Future planning is essential to ensure successful entry into today's increasingly complex society. To assist in this process, the Fremont Union High School District has initiated a four-year guidance program. It is structured sequentially by grade level to assist students in planning for career and college admissions or other types of advanced training.

The themes for each year are: 9th Grade Orientation, 10th Grade Exploration, 11th Grade Planning, 12th Grade Choosing

There are several avenues to assist parents/guardians and students in planning their four years of high school study to meet graduation requirements and entrance requirements for colleges and universities. Homestead High School School Counselors are an outstanding resource for both students and parents/guardians for providing course planning and academic counseling regarding graduation and post high school goals. School Counselors facilitate students' exploration of career interests and college research using Naviance, an online resource for college and career planning. The Guidance & Counseling page, on the Homestead website, includes valuable resources for families, including a listing of Homestead guidance events for the school year.

Students are also encouraged to access college and post-secondary planning resources in the College and Career Center located in the GSS building.

HIGH SCHOOL GRADUATION AND COLLEGE ENTRANCE REQUIREMENTS Updated 9/2022

Homestead High School Graduation Requirements	UC and California State University A-G Admission Requirements	Other College Admissions
Social Studies 30 credits World History 10 credits U.S. History 10 credits Econ/Gov't 10 credits English 40 credits Mathematics 20 credits Algebra 1 10 credits Geometry 10 credits Science 20 credits Biological and Physical World Language** 10 credits Fine Arts** 10 credits (Art, Drama, Music) Applied Arts** 10 credits <i>** 10 credits in two out of three areas</i> Physical Education 20 credits Electives 60 credits Total 220 credits	Social Studies (a) 20 credits World History 10 credits US History or 10 credits US Hist. and Am. Gov't English (b) 40 credits Mathematics (c) 30 credits Algebra 1 10 credits Geometry 10 credits Algebra 2 10 credits Laboratory Science (d) 20 credits CSU – Biological and Physical World Language (e) 20 credits 1 st & 2 nd year in same language Visual/Performing Arts (f) 10 credits (one year of Art, Drama, or Music) Applied Arts 0 credits Physical Education 0 credits Electives (g) 10 credits (any college prep subject) Total (15 classes/30 semesters) 150 credits Additional Information - Please contact your counselor for details CSU – 2.5 GPA and meet minimum eligibility index UC – 3.0 GPA and meet minimum eligibility index <u>SAT and ACT No longer required</u>	<p style="text-align: center;">California Community College Homestead High School Diploma, GED, CHSPE, 18 years old, or by high school approval.</p> <p style="text-align: center;">Private and Out State Colleges and Universities</p> History & US Government 20 credits College Prep English 40 credits Mathematics 30-40 credits Laboratory Science 30-40 credits World Language 20-40 credits Visual/Performing Arts 10 credits <p style="text-align: center;">Other 4-year college admissions (private and out-of-state) are generally similar to UC and CSU admission requirements.</p> <p style="text-align: center;"><i>Please do your individual research on Naviance.</i></p>
A grade of at least a "D" is required for credit toward graduation	A grade of at least a "C" is required, higher grades recommended	A grade of at least a "C" is required, higher grades recommended

Grade Point Average Guidelines (G.P.A.)

Cumulative (unweighted) G.P.A (Grades 9th-12th): The grade point average is based on all classes taken. Unweighted 10-12 A-G G.P.A.: The grade point average is based on all courses in the "A-G" listing for the California State University and the University of California systems.

Scheduling Guidelines

Students may enroll in a minimum of credits as needed for graduation or a maximum of 35 credits (7 classes) per semester at Homestead High School. However, students participating in athletics must have 5 classes to qualify (4 classes for Seniors). Exceptions may be made for 12th grade students deficient in credits for graduation.

After School Sports/Elective Credit

Students (10th -12th) may earn 5 Physical Education credits per HHS Sport Season. All 9th grade students are required to take PE 9. If a 9th grade student is also planning to participate in a Homestead High School After School Sport, s/he may receive up to 5 elective credits per sport. Credit and Grade will ONLY be awarded at the end of the semester in which you complete the sport.

Academic Center

The Academic Center is a FREE peer tutoring resource available to all Homestead students. We have tutors who assist with all subjects as well as organizational tips. It takes place in the Library, from 2:00-4:30 on Monday-Thursday. We also have an additional center, the Math Lab open Monday through Thursday.

Educational Options

Students may be eligible for alternative education programs in order to meet necessary graduation requirements. Among the various programs offered are: Middle College, Vistas, Terra Nova, CLP, dual enrollment at De Anza College or Adult Education. Information about alternative education or the G.E.D. (General Education Diploma) is available from School Counselors.

Grading and Report Cards

The following are the grades a student may receive at the end of each six weeks:

A-excellent B-good C-average D-poor F-failing I-incomplete NM-no mark

All Progress Reports will be posted on the Infinite Campus Portal. Only Progress Reports containing a D, F, or I (Incomplete) will be mailed home, for all grades. Report Cards will be mailed home at the end of each semester, for all grades. Please refer to the school calendar for posting dates.

N.C.A.A. Academic Eligibility

In order for a student to be eligible to compete in N.C.A.A. sports during college a student must have graduated from high school with a minimum grade point average of 2.3, for Division I, in a successfully completed core curriculum. If you are looking to participate in sports, at the collegiate level, please refer to the N.C.A.A. website at www.ncaa.org.

Pass-Fail Courses

Students may enroll in one elective course on a pass-fail basis each semester, established at the beginning of the course. The deadline for the pass/fail application is the end of the 12th week of class. Pass-fail courses may not be used to meet college and university admission requirements. However, a pass-fail course successfully completed does count toward the graduation requirements of the Fremont Union High School District. A course taken as pass-fail is not to be counted in the student's grade point average unless it is failed.

Program/Course Changes

Students and parents/guardians are urged to exercise care in selecting a student's course or program so that a minimum of changes will be required. Families are encouraged to review course selection materials and forms carefully for additional information. We do recognize that occasionally changes may need to be made.

- Changes resulting from improper placement and program errors will be done during Round Up or after the third day of school. To drop a course, students must have the appropriate form and parent/guardian signature.
- Starting the third week of school, to initiate the change process an "Add/Drop" form from the School Counselor must be completed and submitted to the Guidance office. The request will be honored provided the change can be accommodated.
- Please refer to Guidance Events on the School website for the deadlines on dropping a class with NO reflection on the transcript. Students who have a valid need to change their course or program will be allowed to do so, on a space available basis, with the recommendation of teachers and administration. For 1st Semester, the last day to drop a class with no reflection on transcript is October 13, 2023 and the last day to drop a class with a "W" on transcript is November 22, 2023. For the 2nd Semester, the last day to drop a class with no reflection on transcript is March 15, 2024 and the last day to drop a class with a "W" on transcript is May 10, 2024.

Spring Activities: First semester grades

Athletic eligibility is based on grades from the most recent grading period and is determined at 8am on the Monday following the close of teachers posting grades. If an ineligible student takes summer school courses, the grades received in these courses will be used to recalculate eligibility of the prior grading period. Eligibility is determined when a student begins participating and continues until there is a break in participation. Eligibility is again determined at the commencement of the next event.

A student will be placed on probation when he/she has failed to maintain a "C" (2.0 grade point) average or pass five classes during the previous grading period. A student may not be placed on probation for consecutive grading periods.

Athletics

The sports listed below are available for all students who maintain a "C" average and are "on target for graduation". Students who plan to participate in sports must complete the necessary registration and forms online prior to the start of tryouts. The link to this online registration process can be found on the school website under athletics. Physicals are valid for one school year and are cleared through the Athletic Director's office.

Fall	Winter	Spring
Cross Country (COED)	Basketball (Boys & Girls)	Badminton (Boys & Girls)
Field Hockey	Soccer (Boys & Girls)	Baseball
Football	Wrestling (COED)	Golf (Boys)
Golf (Girls)	Stunt Cheer	Gymnastics
Tennis (Girls)		Softball
Volleyball (Girls)		Swimming & Diving (Boys & Girls)
Water Polo (Boys & Girls)		Tennis (Boys)
		Track & Field (COED)
		Volleyball (Boys)

Student Government

The Associated Student Body (ASB) officers/Class Officers meet weekly during the leadership class. Students in the class put on school-wide events, manage clubs, hold student council to review all school affiliated events hosted on/off campus (These events include but are not limited to Dances, Rallies, Canned Food Drive, Multicultural Week/Night, Club week, etc.). Freshmen elections are held in the fall and all other elections/interviews for a variety of positions are held in the spring.

ASB Card

An Associated Student Body Card is important because it supports a variety of student activities and programs. ASB funds support the school newspaper, yearbook, clubs, dances, athletic events, leadership development, lunchtime activities, rallies, Winter Wonder Week, Battle of the Classes, Multicultural Week and Homecoming. ASB card purchasers receive a yearbook, a free spirit shirt and save on admission to other ASB sponsored dances. Students attending Santa Clara Valley Athletic League events at any school in the Fremont Union High School District (at Monta Vista, Fremont, Cupertino, Homestead or Lynbrook) are admitted free with their ASB card. Regular admission charges do apply at any other school sites outside our District and free admission does not apply at CCS or NorCal events.

You need your ASB card or your ID card for admittance to any HHS dance, activity or HHS athletic event. Your ASB or ID card is also necessary to check out library books and receive lunch from the school cafeteria.. Please carry your card with you every day.

On/Off Campus Dances

There are only a handful of dances each year. Some dances are held on campus, and some are hosted off campus. On-campus dances begin at 7pm and end at 10pm (unless otherwise noted). The proms and the Winter Formal are formal, off-campus dances.

Dances at HHS are a privilege.

Students are expected to treat each other with respect and dignity. Respectful displays of affection should be mindful of personal boundaries and comfort levels. Dance moves should show respect for yourself and others (face to face with a little space).

- Students with higher than **10% tardiness and/or absence rate** for the current school year will lose their dance privileges. Students wishing to attend dances should maintain outstanding attendance by attending all classes and getting to classes on-time.
- Student discipline file is also taken into consideration when determining dance privileges.
- Students with outstanding fines should make payment arrangements with the ASB office.
- **Students must attend a full day of class on the day of proms or the day before if the prom is on a Saturday**
- Admission doors close one hour after the start of each dance
- Tickets are not refundable
- **Students arriving later will not be admitted without prior approval from the Assistant Principal of Activities**
- Once a student leaves the dance, they cannot return
- Transportation to and from the dances is the responsibility of the student and the parent/guardian

- We expect students to have the same behavior at dances as they do during the regular school day

For on campus dances, only HHS students are permitted. For formal dances, guests must be between the ages of 14-20. Final approval for all guests will come from administration. All students and their dates must have a photo ID to enter the dance. HHS students must have their current school ID. Students and their belongings are subject to search at the door as part of our district's safety precaution.

****Students suspected of being under the influence of any illegal substance will be brought to the attention of the administrator and/or police officer on duty. In all cases of illegal substance use at a school activity, the parent/guardian will be notified, the student may be suspended from school, and forfeit the privilege to be at the event and future school-sponsored events.****

Students wishing to leave the dance more than an hour before it ends may do so only if parents/guardians can be contacted. Students may not leave dances more than 30 minutes prior to the end of the dance without parent/guardian confirmation. Supervision is not guaranteed after this time and students remaining after this time may not be allowed to attend the next dance. HHS and FUHSD are not responsible for personal articles lost or stolen at school-sponsored functions. Failure to comply with any of the above behavior expectations may result in disciplinary action.

Additional tardiness or failure to report for any assigned detention(s) or behavioral interventions may result in the forfeit of extra-curricular activities such as sporting events, dances, playing time if involved in school athletics, or club participation. Other remediation opportunities include parent/guardian conferences, Saturday School, Mandatory Tutorial, Mandatory Academic Center, and/or after school tutoring assignments in order to make up the instructional time missed.

Off Campus Dances or Guest Passes

HHS students who want to attend a dance at another school must maintain good academic, attendance, and behavioral records. Students need to submit passes to the Deans for approval, which will then be available at the front reception desk once signed. It's important to remember that dance permission slips and guest passes require a 24-hour processing period.

Unexcused Absence Policy

Students with unexcused absences may be restricted from participating in extracurricular activities (sports, drama, music programs, clubs, dances, field trips, etc.) on the day of the absence. Unexcused absences will be monitored primarily by the Deans but it also includes teachers, School Counselors, and Administration. Continued truancy may result in the forfeit of extra-curricular activities ("Cannot Attend List"), detentions, parent/guardian conferences, Saturday School, community service, and/or a referral to the Truancy Abatement Program.

Chronic Absenteeism

Students who miss more than **10%** of school days for any reason are at risk of not being academically successful. In accordance with California Education Code (48260.5[a]), **any student who has three or more days of unexcused absences or has more than 10% excused absences is considered truant or chronically absent.** Chronically absent students may have school privileges (such as dances) revoked. Chronically absent students will be referred through the district's Chronic Absenteeism intervention program.

Absences due to illness, including doctor's appointment during the school day, may be considered verified by calling:
408-522-2513 (full day) or 408-522-2515 (partial day)

Please leave the following information:

- Student's last name (spell it),
- First name
- Grade
- Student ID number
- Absence date(s) or period(s) to be excused
- Reason for the absence
- Your name
- Your relationship to the student, and
- Your daytime phone number.

All absences must be verified by the parent/guardian within 5 school days, or the absence will be permanently designated as unexcused. For complete information on the attendance policy, please visit our [website](#).

Bicycles/Skateboards/Scooters

Bicycles, Skateboards, and Scooters must be locked in the designated parking area. Students must bring a personal lock. Students are not allowed to lock bicycles to classroom railings, fencing, ramps, or trees. Bicycles, Skateboards, and Scooters may be removed if parked in a non designated parking area. Students are not permitted to ride their bicycles, skateboards or scooters on campus. Homestead is not responsible for lost, damaged, or stolen bicycles, skateboards or scooters, so please secure them appropriately. The bicycle racks closest to the interior of the campus are the safest areas to lock bikes.

****Annually, an average of five bicycles are stolen by off-campus community members. To prevent this from happening, please report any suspicious activities to an adult and remember to lock your bikes.****

General Information

Homestead High School wants all students to achieve success. The first step is to show up to school because *Missing School = Missing Out*. HHS has multiple support systems to help students who are hesitant to be at school. Please contact your student's School Counselor, a School-Based Therapist, or an Administrator for more information about available resources.

Absence and Tardy Policy

Student punctuality and attendance are vital to avoid falling behind academically. Absences and tardies cause classroom disruptions and hinder a solid learning environment. For these reasons, HHS has developed a policy for dealing with student tardiness and unexcused absences (cuts). Every student must be in school unless it is necessary for them to be absent due to illness, court subpoena, religious holidays (4 hours per semester), or the funeral of a member of the student's immediate family. **Medical appointments require a doctor's note and should be scheduled after school when possible.** Family vacations are not an excused absence from school, and may impact the student's ability to turn in missed work and impact class grades.

Tardy Policy

Students are considered tardy when they arrive to class after the second bell (the tardy bell) and within the first 30 minutes of class.

- Teachers are asked to note the time of arrival to class when students are tardy for school records
- Parents/guardians may not excuse a tardy
- Incidents of tardiness will be handled on a class-by-class basis
- **Students with 4 or more tardies may be referred to the Dean after classroom interventions have been exhausted.**

****Students are responsible to read each teacher's syllabus for specific punctuality and attendance expectations.****

"Cannot Attend List"

It is a privilege to attend school-sponsored activities and students must abide by all school rules to ensure their participation in school events such as dances (including proms) and athletic games. Students are placed on the "Cannot Attend List" for violating school rules resulting in but not limited to discipline violations, excessive tardies, chronic absenteeism, suspensions, and expulsions. Students will be notified when they are placed on the list. Students can be taken off the list as determined by a Dean of Students.

Cell Phones and Other Electronic Devices

Inappropriate use of electronic devices (i.e. cell phones, gaming devices, tablets, smart watches, etc.) in the classroom are a distraction. Therefore, the use of these items without teacher permission may result in confiscation of the item. Phones may be used during brunch and lunch, before and after school. If confiscated:

- First offense: The item will be returned to the student by the teacher or administration at the end of the school day
- Any subsequent offenses will **require a parent/guardian and administrator conference** before the phone will be returned to the student

Students are responsible for personal electronic devices. Camera phones and recording devices are never to be out in locker rooms, offices and/or bathrooms. Phones will be confiscated and parent/guardian contacted with the possibility of a suspension once an investigation by a Dean of Students or an Administrator is completed. Students are expected to follow the FUHSD Electronic Use Policy.

Change of Address

If you move, the parent/guardian must report this change to the District Residency Office as soon as possible. The Residency Office is located at the District Office at 589 W. Fremont Avenue, Sunnyvale 94087. The telephone number is 408-522-3266 or 408-522-2280. For more information please visit the enrollment center [website](#).

Change of Contact Information

It is very important that parents/guardians keep personal information current at school. If an emergency should arise regarding your student, it is imperative that we have proper telephone and medical information. Please log on to the Infinite Campus Portal via our website hhs.fuhisd.org to request changes to phone numbers where both you and your student's emergency contacts may be reached during school hours. Having this information kept current is vital in an emergency situation.

Closed vs. Opened Campus

Students must remain on campus during brunch and our Tutorial periods. Students are permitted to leave campus for lunch or, in the case of an Open Period (a gap/no class) in a student's schedule. A student can leave campus if a signed waiver is on file and they possess the issued decal indicating that their waiver has been approved by the parent and the school. Waivers are available in the GSS Building (main office) with the Associate Principal of Guidance. If students need to leave campus during any time during the school day, they must check out through the office.

Community Relationships

Please be respectful of Homestead's neighbors and local businesses regarding behavior, trash, and language. Take pride in being an HHS Mustang and represent our school well. **School consequences will apply if a student's behavior is deemed inappropriate, unsafe, or in violation of the law at any time during the school day whether on or off campus.** Trespassing or any form of vandalism is citable by police in addition to appropriate school consequences. Trespassing on another campus during the school day will result in disciplinary action (i.e. detention, Saturday School, etc.).

Counseling Services

Homestead's counseling services include a Licensed Marriage and Family Therapist whose primary role is to provide crisis and short term counseling, assessment, and referral to additional professional services.

Counseling services are available to all students on a walk-in basis or by appointment. You can schedule an appointment directly with the therapist [here](#). Students may also complete the Wellness Check-In Form located on the HHS website in the student portal, and the therapist will reach out to the student during school hours. Students can also be referred for services by school staff, peers, or parents. The School-Based Therapist is located in the GSS Office or at 408-522-2533.

Dress Code

Although District Board Policy and Administrative Regulations subscribe to the philosophy that grooming and style of dress is primarily a matter between the student and parent/guardian, Homestead High School does have both mandatory and discretionary guidelines. The following mandatory guidelines are enforced at school and at school events.

Students may not:

- Go shoeless
- Wear gang-related clothing, colors, or symbols
- Wear the following brands (Cookies, San Jose, ESSJ or any variation)
- Display vulgar or obscene images, language, or symbols
- Display references to drugs, alcohol, or tobacco
- Display any image of weapons

Students wearing inappropriate clothing will be required to change or be sent home for a change of clothing. A Saturday School assignment will apply for the use of "Cookie's" attire at the first instance. If students repeatedly fail to follow the dress code, higher consequences may be assigned. Please be advised that our Student Equity Task Force is developing a list of guidelines for dress code.

Food Services

All Brunch and Lunch meals will be offered free of charge to students for the 2024-25 school year. 5-7 menu items will be available everyday for brunch and lunch. Students will need to scan their student ID card in the cafeteria to get a meal. Second meals can be purchased with cash/check or funds in the student account. You can add funds to your student's online cafeteria account through the Infinite Campus portal. If your child has a specific food allergy, you must complete the Request for Special Meals form available on the Nutrition Services website. This form must be completed each year and turned into the School Nutrition Service Manager or District Office. For questions or concerns, please contact Nutrition Services at 408-522-2216 or see the district [website](#).

Health Services

Students who become ill or injured during the school day will be referred to the Health Office, where a staff member will contact a parent/guardian before sending the student home. The school is equipped to handle minor cuts and bruises. All other decisions will be made by the parent/guardian contacted by the school staff. The link for health forms can be obtained by visiting: <https://www.fuhsd.org/parents/health-forms>. If further assistance is needed and you would like to contact our District Nurse, please call Jung Yeun Hong (408) 522-2238 or email jung_hong@fuhsd.org. If you have inquiries about school health forms, please contact our Health Clerk, Daniel Yusim at (408) 522-2568 or via email at daniel_yusim@fuhsd.org.

Immunizations

All students need the following immunizations to meet the requirements of the California School Immunization Law, Health and Safety Code Sections 120325 to 120375: Polio (OPV / IPV), DTP/DTap/DT/TD (diphtheria, pertussis and tetanus), MMR (measles, mumps and rubella), Hepatitis B, Varicella, Tdap (whooping cough booster shot). For more information about immunization requirements, please refer to [CDPH Immunization Branch](#) / [Resources for Parents](#). If immunizations were not given to the student because of medical reasons, parents/guardians must provide a copy of completed CAIR medical exemption form. Instructions and form can be found at <https://cair.cdph.ca.gov/exemptions/home>.

Library Services

The library offers students a variety of print and online resources, as well as research support. The library is open to students throughout the school day (students without an open period must have a pass issued by a staff member during class time). Library hours are Monday through Thursday from 8:00 am to 4:15 pm, and Friday 8:00 am to 3:30 pm.

Lockers

Students who would like a locker, or have difficulty with their locker, should see the Student Conduct Liaison in the GSS Office. HHS and FUHSD are not responsible for lost or stolen items. Students are advised to keep valuable items at home. Each student is responsible for maintaining a neat locker. Only locks issued from HHS BESST office may be used for campus lockers, and they must be returned by the end of the year to avoid any fines.

Lost and Found

When *found* items are turned in to a staff member, they will be placed in a cabinet at the front desk of the Guidance and Student Services (GSS) Building. Any turned in items will be retained for at least 30 days, after which all unclaimed items (including electronics) are subject to donation to a local charity.

Missed Class Work

For excused absences, the most efficient way to get missed work is to email teachers directly via Schoology. For extended (a week or more) excused absences, please contact your school counselor. A minimum of 48 hours notice is required for homework requests. Missed work as a result of unexcused absences may result in no credit.

Physical Education

PE students are required to change into Homestead PE athletic attire for PE class. The PE Department offers PE uniform items for purchase. Students participating in PE activities during a Tutorial Period must be dressed in PE attire and arrive on time. Excuses from PE classes for health reasons are handled by the PE teacher of record. A note from a parent/guardian (short-term absence) or a doctor (long-term absence) should be given to the PE teacher. For a long-term absence from PE, a copy of the doctor's note must be filed with the Guidance Department, Attendance Office (GSS Office) and the school's Health Clerk as well.

****Students must place all of their valuables inside their PE locker to prevent theft.****

Personal Property

Homestead High School is NOT responsible for lost or stolen items. Use common sense in protecting your own personal goods as well as equipment and textbooks that are issued to you. Any school items that are lost must be paid for. A few simple rules will assist you:

- Do not bring expensive items (including electronic devices) or large sums of money to campus
- Do not share your locker combination with other people
- Do not store purses, jewelry or other expensive equipment in lockers
- Store backpacks and other valuable items in PE locker or other locked space while in the locker room
- Any found items turned into the GSS Office will be kept in lost and found for 90 days. After 90 days unclaimed items (including electronics) will be donated to a local charity.

Tutorial Period Policy

Tutorial Period is academic time and **mandatory for all students**. The purpose of Tutorial is to create an individualized learning environment for all students. Students must remain on campus during Tutorial time (closed campus). Students must choose an authorized location (classrooms, the library, computer labs, Mandatory Tutorial location, or the College and Career Center). Hallways, stairways and landings, the quad, parking lots and unsupervised athletic areas are off limits. Students cannot change location unless they have a pass from the teacher. All teachers will be in their classrooms. **Students in PE areas must be dressed in PE uniforms**, must check-in with their PE teacher, and must participate in the scheduled activity. An academic atmosphere will be maintained. No food will be served. A teacher, School Counselor, or an Administrator may assign any student to a specific tutorial period for academic support. Tutorial Presentations (college and career opportunities, study skills workshops, etc.) will be made available to students periodically throughout the year. Violation of these guidelines may result in disciplinary action. More details regarding our Tutorial process and expectations will be reviewed at the start of the school year.

Parking Policy

In an effort to maintain an organized and efficient parking system on campus, we are implementing the following parking policies. Please familiarize yourself with these guidelines to ensure a smooth parking experience for all members of our Homestead High School community.

Visitor (Parent/Guardian) Parking

Only HHS students and staff are allowed on the campus during school hours. Visitors who need to be on campus for any reason must check-in at the front office (GSS Building) and obtain a visitor ID badge. Visitors parking in the Staff Parking Lot must sign in at the front desk in the GSS Office and obtain a parking permit for their vehicle. Vehicles without a parking permit may be cited by the Sheriff's Department.

Student Parking

Students can only park in the student parking lot, near the Fieldhouse on Homestead and Kennewick. Be advised that code enforcement is called to ticket periodically.

- All rules apply for cars and motorcycles.
- Only students with a valid HHS student parking permit are allowed to park in the designated student parking lot.
- ASB parking permits are limited in quantity and priority will be given based on the order of application.
- [Permits can be obtained from the ASB Office](#) and must be renewed annually.
- All vehicles must be parked in student parking spaces, and parking is on a first-come, first-served basis.
- Students are able to park in EV spaces in the student parking lot when following the EV Parking spaces guidelines.
- Students cannot park in staff parking spaces, access roads, or the staff parking lot.

Electric Vehicle (EV) Parking Spaces

- Designated EV parking spaces are reserved exclusively for electric vehicles in need of charging.
- Non-EV vehicles are prohibited from parking in these spaces.
- EV owners must actively use the charging stations while parked in these spaces.

Staff Parking Spaces

- Staff parking spaces are reserved for Homestead High School staff members and FUHSD permit holders only.
- Substitutes will check in with Ms. Navarro for a temporary staff parking permit.
- Unauthorized vehicles, including those belonging to students and visitors, are not permitted to park in staff-designated areas.

Enforcement

- HHS, in collaboration with code enforcement, will regularly monitor parking areas to ensure compliance with these regulations.
- Violators may be subject to school discipline, fines, or towing.

Work Permits

All students under the age of 18 must have work permits in order to be employed. To get a work permit: secure a blank application from the district [website](#), have your prospective employer complete and sign the employer's section; obtain your parent/guardian signature; and return the application to the District Office at 589 W. Fremont Ave, Sunnyvale (408) 522-2200. A work permit may be denied/or revoked at any time if the pupil's schoolwork or attendance becomes unsatisfactory, even after the permit has been approved. Please allow 2 days to process and pick up.

Fremont Union High School District Student Responsible Use Guidelines

FUHSD technology resources and tools are provided to support curriculum, courses and assignments and should be accordingly. FUHSD believes that providing access to technology is beneficial to student learning. To ensure that technology is used appropriately, students must abide by the following terms and conditions:

1. Security

Students shall not impair the security of FUHSD technology resources. Students are provided personal accounts for all services provided by the district. Students are expected to keep their account information private including:

- a. Passwords: students shall not share passwords and should update them regularly to protect their account
- b. Sharing: students shall not share personal accounts with other students, with or without the permission of the other student. Teachers may create group shared accounts for classroom purposes to avoid sharing personal accounts between students.
- c. Intrusion: students shall immediately inform an administrator if they believe their account or another student's account has been compromised

2. Directed Use

Students may use district or personal technology resources when instructed to do so by a teacher or during self-directed learning in locations that support it (eg: library, study room, etc). If in doubt, please ask your teacher.

3. Appropriate Use

File, email, and other services are intended to aid students in learning activities. Students making use of technology in FUHSD are expected to be courteous to other users and take care of equipment. Some examples of appropriate student technology use include:

- a. The creation of files, projects, videos, Web pages, podcasts or other student generated work using network resources in support of school related work and educational research;
- b. The participation in online learning and collaboration environments (such as blogs, wikis, bulletin boards, social networking sites, groups) and the creation of digital content (such as podcasts, e-mail and Web pages) that support school related work and/or educational research;
- c. The online publication of original student work, whether publicly viewable or protected from public view. Sources outside the classroom or school must be cited appropriately;
- d. The student use of the network for incidental personal use in accordance with all district policies and guidelines;
- e. The connection of student-owned electronic devices to the district network after checking with district staff. Students are reminded that the connection of any personal electronic device to the District's network is subject to all guidelines in this document.

4. Inappropriate Use

District technology resources are shared amongst all students and staff at FUHSD. Use of these resources is a privilege and FUHSD expects students to use them responsibly. Shared resources and tools are provided primarily for educational purposes. While incidental personal use is acceptable, students must restrict these to activities that won't negatively impact bandwidth or computer availability for others. Some examples of unacceptable technology or network use by students include but are not limited to:

- a. Playing games or online gaming (e.g.: Farmville, Call of Duty, or multiplayer games) unless approved by your teacher.
- b. Installing software on district equipment without permission of your teacher
- c. Downloading, or use of, non-approved files, including games, multimedia, applications, operating systems or any other content in violation of district policies or copyright laws.
- d. Viewing, downloading or sharing obscene, pornographic or other offensive or copyrighted material;
- e. Engaging in hacking on the network or intentionally introducing malicious code into the district network;
- f. Attempts (successful or not) to gain unauthorized access to district resources;
- g. Attaching unauthorized and/or unapproved electronic devices to district resources;
- h. Using tools designed to bypass or disable district safeguards and monitoring services, such as content filters and security tools;
- i. Using tools to hide a student's identity or IP address;
- j. Recording or broadcasting students or staff without their permission;
- k. Harmful activities towards other students, including cyberbullying, online impersonation, etc
- l. Promoting, supporting or celebrating religion or religious institutions (i.e. proselytizing of a religious belief);
- m. Taking part in political activities;
- n. Personal gain, commercial solicitation or compensation of any kind;
- o. Any activity that is in violation of FUHSD student code of conduct, school policy, or any local, state or federal law.
- p. Sharing their own or other students personal information, such as address or phone number, in any electronic medium.
- q. Students using electronic devices that connect to non-district networks are still subject to the Acceptable Use Policy.

5. No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of any student's account if it is believed that policies, regulations or guidelines regarding technology use have been violated. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All electronic information is subject to the public records disclosure laws of the State of California.

6. Disruptive Activity

Students should not intentionally interfere with the performance of the Districts network or intentionally damage any District technology resources.

7. Unauthorized Networks

Students may not create unauthorized wireless networks to access FUHSDs network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

8. Use of Personal Electronic Devices

Schools currently address the appropriate use of personal electronics (non-computing) in student handbooks and code of conducts. Laptops, tablets or other computing devices, may be used in classrooms when authorized by the teacher. Use of any cameras, including those in electronic or computing devices, to photograph people without their written permission is prohibited. The district is in no way responsible for any kind of loss, damage or technical support of personal devices.

9. Archive and Backup

FUHSD assumes no responsibility for the storage and safety of student files. Any files stored on local PC hard drives or other non networked storage media (flash drives, memory cards, CD/DVD, etc.) are the responsibility of the individual user to safeguard. 10. Consequences of Inappropriate Use Students who misuse FUHSD's technology resources will be subject to discipline which may include loss of access to FUHSD technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

10. Consequences of Inappropriate Use

Students who misuse FUHSD's technology resources will be subject to discipline which may include loss of access to FUHSD technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

2024-25 Annual Notification of Parent/Legal Guardian & Student Rights and Responsibilities

Dear Parents and Legal Guardians,

School districts in California are required to annually notify students, parents, and legal guardians of their rights and responsibilities. This is the annual notice to parents/legal guardians of students enrolled in programs in the Fremont Union High School District, (hereinafter referred to as FUHSD). This notice, which is required by Educational Code 48980, provides important information about federal laws and state education codes, as well as information relating to the rights and responsibilities of parents or legal guardians of children. The abbreviation of "EC" that is found after the title of most sections refers to the California Education Code (EC), the abbreviation "BP" refers to District Board Policies and "AR" refers to Administrative Regulations. The District's BP's and AR's can be accessed online at www.fuhsd.org/about-us/board-of-trustees/board-policies.

Fremont Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

Please review this information carefully as it applies directly to you and your child's participation in our educational programs. If you have any questions, or if you would like to review specific documents mentioned in the notice, please contact your school administrator. They will be able to give you more detailed information and assist you in obtaining copies of any materials you wish to review.

The online system for Back to School Updates and Annual Notifications is now open for parents/legal guardians to complete for current 9th, 10th, 11th, 12th, and US grade students who are returning for the 2024-25 school year. You should have received an email in March requesting you to complete the Back to School Updates/Annual Notifications. If you didn't receive the email please contact your school site Data Technician. You are required to complete the Back to School Updates and acknowledgements therein before students may return to school. For students who are new to FUHSD for the 2024-25 school year, including incoming 9th graders, the Annual Notifications were part of the Online Registration process, and no further action is required at this time.

If you would like a hard copy of the Annual Notification, you can request one directly from your school site.

Have you moved?

If you have recently moved, you must document your change of address within 14 days of your date of move. Changes of address must be done using the online digital Change of Address Form that can be found on the district website: fuhsd.org/enrollment. You will be required to upload address verification documents. **Failure to notify the Enrollment Office and provide proof of primary address could delay your child's placement into classes.**

If your student will **NOT BE ATTENDING** Fremont Union High School District schools for the 2024-25 school year, please immediately notify your student's school: Cupertino High School 408-366-7379, Fremont High School 408-522-2405, Homestead High School 408-522-2503, Lynbrook High School 408-366-7710, and Monta Vista High School 408-366-7610.

Academic Honesty Policy

DISTRICT PHILOSOPHY: "PURSUING EXCELLENCE WITH INTEGRITY"

The Fremont Union High School District is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for

studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that “learning for learning’s sake” is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

DEFINITION OF ACADEMIC DISHONESTY

Academic dishonesty is using a person’s work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):

Academic dishonesty is an act in which a student:	Examples include but are not limited to:
1. Commits plagiarism	<ul style="list-style-type: none"> ● Copying any work assigned to be done independently. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.) ● Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research ● Using the views, opinions, or insights of others without proper acknowledgement
2. Submits falsified or invented work/information instead of actually doing the work, research, or task themselves	<ul style="list-style-type: none"> ● Changing or creating data in a lab experiment ● Writing up a fake interview ● Lying about attendance or ability to complete assignments and/or assessments ● Lying about other people being responsible for low grades or missing scores/assignments ● Claiming credit for work in a group project when work was done by others ● Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
3. Uses unauthorized tools or materials in any academic work	<ul style="list-style-type: none"> ● Accessing and/or using copyrighted test bank questions or any materials designed for instructors’ use only ● Looking at someone else’s work product, during an exam, test, or quiz ● Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher ● Using any kind of “cheat notes” during an exam, test, or quiz ● Using an electronic device (calculator, cell phone, camera, laptop/tablet, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz ● Having unauthorized access to or using stolen exams, tests, or quizzes ● Providing or selling exam, test, or quiz information to other students ● Using an on-line translator for more than words or phrases
4. Misuses or falsifies academic documents	<ul style="list-style-type: none"> ● Altering a transcript or report card ● Signing another person’s name to an attendance roster or grade check ● Forging a hallway pass
5. Purposefully damages or hinders the work of others	<ul style="list-style-type: none"> ● Hiding books or reference materials needed to complete an assignment ● Tampering with lab experiments, art project, or electronic files of another student. ● Fabricating or altering laboratory data

6. Assists other students in any of these acts	<ul style="list-style-type: none"> ● Knowingly allowing someone else to look at one's work product during an exam, test, or quiz ● Letting others copy one's work. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
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TEACHER'S PROFESSIONAL JUDGMENT

A teacher's professional judgment guides the implementation of the FUHSD Academic Honesty Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the FUHSD Academic Honesty Policy.

CONSEQUENCES FOR VIOLATIONS

The District considers violations of the FUHSD Academic Honesty Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide and districtwide basis, i.e., a violation in one class follows a student to a different class within the school, and a violation at one school follows a student to a different school within the District. Additionally, violations of the FUHSD Academic Honesty Policy are cumulative for all the years a student is enrolled in the Fremont Union High School District.

First Offense

- The student will have a reduction in grade/credit (up to, and including, an "F" grade/ "0" credit) on the assignment, exam, test, or quiz based upon the teacher's grading system.
- The student's semester grade may, at the teacher's discretion, be lowered by one full letter grade.
- The teacher will confer with the student and contact the parent/legal guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.
- The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the student and the counselor and document the incident/follow-up action in the student information system, Infinite Campus.
- Disciplinary actions may include, but are not limited to, a warning and a signed student/parental statement that acknowledges the violation/penalty and indicates an understanding of further consequences for any subsequent offenses. Additionally, a student will be suspended from school, even on a first offense, in accordance with Education Code Section 48900, if a violation has occurred in the following areas:
 - Alteration or falsification, or attempted alteration/falsification, of records (e.g., transcripts)
 - Theft, or attempted theft, of records or testing materials (exams/tests/quizzes)
- The student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extracurricular activity for a period of one year from date of the violation.

Second Offense

Consequences listed in the First Offense and ONE OR MORE of the following:

- A conference will be held with an administrator, parent/legal guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be given an "F" for the six-week grading period in which the incident occurred.
- The student will be dropped from the class with a grade of "F."
- The student will be suspended from school.

Third/Continuing Offenses

Consequences listed in the First Offense and ONE OR MORE of the following:

- A conference will be held with an administrator, parent/legal guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be dropped from the class with a grade of "F."
- The student will be suspended from school.
- The student may be referred to the District's Placement Advisory Committee for transfer to another school.

APPEALS PROCESS

Students wishing to contest decisions resulting from the administration of the FUHSD Academic Honesty Policy may submit their appeals in writing to the principal.

SHARED RESPONSIBILITY FOR ACADEMIC HONESTY

Administrators, teachers, parents/legal guardians and students must understand, accept, and share responsibilities if this policy is to be effective.

Student Responsibilities

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work—do not lend or borrow work
- observe test time limits
- not look at another's test or allow their test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as their own the work of a parent/legal guardian, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review
- not allow one member of a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography
- not enter teacher offices and other restricted areas without permission and/or being accompanied by a staff person

Parental/Legal guardian Responsibilities

The parent/legal guardian will:

- communicate to the student values of moral and ethical behavior
- refrain from placing undue pressure for high grades at any cost
- be aware of a student's need for a quiet time and a place to study
- support the student's efforts, but not edit, type, or in any other way do the work
- encourage wise use of time

Teacher Responsibilities

The teacher will:

- review at the beginning of the school year the FUHSD Academic Honesty Policy along with their course descriptions/syllabi/green sheets that spell out clearly the consequences for academic dishonesty in their classes; review the various examples and forms of academic dishonesty that should be avoided
- be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work"
- keep completed assignments and tests secure
- inform students if unannounced tests will be used in the course
- ensure that grades in mark documents and the grade book are private and safe; not allow teaching assistants (TA's) to make or maintain grade entries

Administrator Responsibilities

The administrator will:

- provide copies of the FUHSD Academic Honesty Policy to all teachers for distribution to students
- place the signed FUHSD Academic Honesty Policy Parent/Legal guardian/Student Agreement Statement in cumulative folders
- support teachers in administering discipline and upholding the FUHSD Academic Honesty Policy
- record incident/follow-up action in Infinite Campus; inform teachers about outcome of the referral
- review on a case-by-case basis the need to reference infractions on Secondary School Reports
- facilitate conferences and counsel students in every case of academic dishonesty
- communicate with teachers about students who have prior violations
- collaborate with teachers in maintaining a secure digital and physical environment
- review and resolve appeals

One of the goals of the Fremont Union High School District (FUHSD) is to assist in advancing the use of technology to enhance student learning. Access to technology is a privilege, not a right, and students enrolled in FUHSD programs or activities must follow FUHSD guidelines and procedures regarding responsible use of technology. FUHSD shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using FUHSD technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability. The complete FUHSD Technology Use Agreement (Responsible Use Handbook) for Students can be accessed on the District's website: www.fuhsd.org/parents/annual-notifications - Click on Individual Policies and Agreements.

In the spring, an email notification is sent to families of current students with instructions for completing the Back to School updates which includes acknowledgement of these Annual Notifications, the Academic Honesty Policy, and the District Technology Use Agreement. New students enrolling for the 2024-25 school year completed the Annual Notifications as part of the Online Registration process.

Advanced Placement Exam Fees— EC 48980(k), 52241

Local and grant funds are available to cover the costs of Advanced Placement examination fees for any eligible economically disadvantaged student, as defined by Education Code 52241, who is enrolled in an Advanced Placement course. For more information, contact your school site's AP Coordinator.

Asbestos Management Plan – Title 40 Code of Federal Regulations 763.93, BP 3514

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), an inspection of asbestos containing building materials (ACBM) was conducted by Haz Mat Doc Inc. of Santa Clara, California in Summer of 2022. This inspection was conducted by EPA-accredited inspectors in accordance with guidelines established by the EPA. This inspection identified areas of ACBM having the potential for release of asbestos fibers. All areas noted by the inspectors were completed during June 2022.

To eliminate the potential of future harm, the Fremont Union High School District has a continuing periodic surveillance and maintenance program which ensures that ACBM does not become hazardous. A copy of the school's Asbestos Management Plan, the results of the June 2019 inspection and other asbestos records are located in the school administration office and with Roger Silveira, Director of Facilities & Bond at (408) 522-2256/Isabel Chadinha, Coordinator of Facilities 408-522-2258 at FUHSD District Office, 589 West Fremont Avenue, Sunnyvale. This documentation is public information and is available for your review. If you have any questions or concerns, please contact Roger Silveira, Director of Facilities & Bond at (408) 522-2256.

Attendance

District Expectations Regarding Attendance - AR 5113

Students are expected to have on-time, regular school attendance. Parents/legal guardians are expected to support such attendance and to contact the school promptly when a student is absent. When a student has accrued absences due to illness equal to or surpassing ten percent (10%) of the school days, from the date of enrollment to the current day, subsequent absences may be verified by a physician, school nurse, or other school personnel for each additional absence. Absences must be cleared daily, unless other arrangements are made with the school principal or designee. Failure to provide verification from the physician or school health services support specialist will result in those additional absences being recorded as unexcused. Each principal shall be responsible for specific implementation of the District Attendance Policies and Procedures at their school, including written communication regarding the District and School attendance procedures. Students who fail to abide by District expectations regarding attendance, including those who are truant or those students with excessive excused absences may be referred to Truancy Mediation or be required to appear before the District Attorney.

Excused Absences – EC 46014 and 48205, AR5113

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

No pupil shall have their grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

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

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

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

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

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

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

Availability of Prospectus – EC 49063 and 49091.14

The Fremont Union High School District annually compiles a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered; each school site draws from the district prospectus to create one specific to the course offerings at the site. Each school site shall make its prospectus available for review upon request or on the school's website.

California Assessment of Student Performance and Progress— EC 60641, 5 CCR 852, AR 6162.5

California's testing program, the California Assessment of Student Performance and Progress (CAASPP), is based on California Common Core State Standards (CCSS) for English-Language Arts and mathematics. These computer-based assessments, developed by the Smarter Balanced Assessment Consortium, are a measure of student readiness for college and careers, and are administered once in high school to 11th graders. In addition to the Smarter Balanced assessments, CAASPP includes the California Alternate Assessment (Cal-Alt) for eligible 11th graders, and the California Science Test (CAST), or California Alternate Assessment Science (Cal-Alt Sci) test for students in designated grade levels.

California Education Code 60615 states that a parent/legal guardian may annually submit to the school a written request to excuse their student from any or all parts of the statewide assessments (CAASPP). While Fremont Union High School District will honor such requests, the District encourages all students to participate in and give their best efforts for CAASPP testing. These tests have a significant impact on a school's overall performance ratings and state rankings which, in turn, can affect the perception of a school in the community as well as among colleges and universities. CAASPP scores are also a requirement for students to qualify for awards in their senior year such as the California Seal of Biliteracy and Golden State Seal Merit Diploma. However, if it is the parents/legal guardian desire to excuse their student from testing, upon receipt of the written request of the parent/ legal guardian, the student will be excused from any or all parts of the current year's statewide assessments (CAASPP). If a parent or legal guardian submits an exemption request after testing has begun, any test(s) started before the request is submitted will be completed and scored, and the results will be reported to the parent or legal guardian and included in the student's records. A student or parent/legal guardian may authorize release of CAASPP assessment results to postsecondary institutions for the purposes of determining credit, placement, readiness for college-level work, or admissions. For more information, see the Testing page of the FUHSD website at www.fuhsd.org/academics/accountability/testing.

Child Abuse and Neglect Reporting – BP 5141.4

The Board of Trustees recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law.

Employees who are mandated reporters, as defined by law and district administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The Superintendent or designee shall provide training regarding the reporting duties of mandated reporters.

Parents/legal guardians may contact Graham Clark, Superintendent to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site.

Communicable Diseases and/or Rashes

California Code of Regulations Title 5, 202 states "A pupil while infected with any contagious or infectious disease may not remain in any public school." Education code 49451 states that "Whenever there is reason to believe that the child is suffering from a recognized contagious or infectious disease, they shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious disease does not exist."

Immediately notify your school if your child has been diagnosed with any of the Communicable Diseases listed on the Santa Clara County's [Exposure Notice for Schools and Childcare](#)

[Communicable Disease Case and Outbreak Toolkit for School and Childcare](#)

- Any student with an undiagnosed rash must be excluded from school if the rash is:
 - accompanied with behavior change or fever
 - has oozing open wound
 - has bruising not associated with injury
 - has joint pain and rash
 - unable to participate

- Diagnosis and release to return to school must be obtained from a health care professional before the student is permitted to return to school. [California Department of Public Health](#)

Comprehensive Sexual Health and HIV Prevention Education – EC 51930-51939, BP 6142.1

The purpose of the California Healthy Youth Act (Education Codes 51930 through 51939) Comprehensive Sexual Health and HIV Prevention Education is to:

- Provide every student with the knowledge and skills necessary to:
 - protect their sexual and reproductive health from unintended pregnancy and sexually transmitted infections including HIV;
 - develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family;
 - have healthy, positive, and safe relationships and behaviors;
 - promote understanding of sexuality as a normal part of human development; and
 - ensure pupils receive integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention instruction.

FUHSD staff will provide instruction in comprehensive sexual health education and HIV prevention education. Parents/legal guardians may request an opportunity to review the instructional materials used for this curriculum, and may request copies of Education Codes 51930-51939. Parents/legal guardians may also remove their student from receiving part or all comprehensive sexual health or HIV prevention education by submitting a written request to the school. If the school chooses to use outside consultants or guest speakers to deliver the comprehensive sexual health and HIV prevention education curriculum, parents/legal guardians will be informed at least 14 days prior to the instruction with the date of the instruction and the name of the organization or affiliation of the guest speaker.

Confidential Medical Services Release - EC 46010.1, AR 5113

Students may be excused from classes for the purpose of obtaining confidential medical services without the consent of the student's parent or legal guardian.

Consent to Bill Medi-Cal and Release Information

All public school districts and County Offices of Education are referred to as Local Educational Agencies (LEAs). Through the Medi-Cal LEA Billing Option, the LEA(s) providing special education and related services to students may submit claims to California Medi-Cal in order to receive federal funds to help pay for health-related special education and related services as identified on their Individualized Education Program (IEP). In addition, LEA(s) providing health-related services to any student may submit claims to California Medi-Cal in order to receive federal funds to help pay for those identified services.

Your consent is voluntary and can be revoked at any time. If you do revoke consent, the revocation is not retroactive so it does not negate any billing that occurred after consent was given and before it was revoked. Your consent will not result in a denial or limitation of community-based services provided outside of school. If you refuse to consent for the school district and/or the County Office of Education to access California Medi-Cal to pay for health-related services, the school district and/or County Office of Education must still ensure that all required services are provided at no cost to you.

This consent is good for one year unless you withdraw your consent before that time.

Information about your child and family is strictly confidential. Your rights are preserved under Title 34 of the Code of Federal Regulations, Section 300.154; Family Education Rights Privacy Act of 1974; Title 20 of the United States Code, section 1232(g); and Title 34 of the Code of Federal Regulations, Section 99.

When providing these services, an LEA may not:

- Require parents/legal guardians to incur any out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim for services and reimbursement through Medi-Cal (34 CFR§300.154(d)(2)(ii)).
- Use a student's benefits under Medi-Cal if that use would decrease available lifetime coverage or any other insured benefit; result in the family paying for services that would otherwise be covered by the public benefits or insurance program (Medi-Cal) and are required for the child outside of the time the child is in school; increase premiums or lead to the discontinuation of public benefits or insurance (Medi-Cal); or risk loss of eligibility for home and community-based waivers, based on aggregate health related expenditures (34 CFR § 300.154(d)(2)(iii)9A-D)).

If you wish to revoke your consent, please email Renee Olivarez, Educational Services Executive Assistant at renee_olivarez@fuhsd.org. If you have questions or would like more information about this process and the services that are provided within our schools please call Nancy Sullivan, Director of Educational and Special Services: 408-522-2232.

Diabetes – Type 1 Diabetes Information - EC 49452.6

Type 1 diabetes (T1D) usually develops in children, teens, and young adults, but it can happen at any age. In T1D, the insulin-producing beta cells in the pancreas stop making insulin and the immune system attacks and destroys the insulin-producing cells, which is why the condition is referred to as an autoimmune disease. Viral infections can cause development of T1D. Diet and lifestyle habits do not cause T1D. Warning signs of T1D may occur suddenly but have been developing over weeks or months. Many family members do not recognize the signs. Increased urination and thirst are the initial signs of diabetes in children. Other symptoms include drowsiness or lethargy, increased appetite but inexplicable weight loss, sudden blurry vision, excessive urination, urinary infections, fruity odor on the breath, heavy or labored breathing, and stupor or unconsciousness. Children might also seem to be more irritable and restless than usual. It is recommended that the parent/legal guardian of a child displaying warning signs associated with T1D consult with the child's primary care provider immediately for an accurate diagnosis. For more information on T1D risk factors, diabetes screening tests, recommendations for students diagnosed with T1D, and other resources please visit www.fuhisd.org/parents/health-forms.

Directory Information – EC 49073

"Directory Information" includes one or more of the following items: student's name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student.

Directory information does not include a student's citizenship status, immigration status, place of birth, or any other information indicating national origin.

(a) The school district shall determine which individuals, officials, or organizations may receive directory information. However, no information may be released to a private profit making entity other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. The names and addresses of pupils enrolled in grade 12 or who have terminated enrollment before graduation may be provided to a private school or college operating under Chapter 8 (commencing with Section 94800) of Part 59 of Division 10 of Title 3 or its authorized representative. However, no such private school or college shall use that information for other than purposes directly related to the academic or professional goals of the institution. In addition, the privilege of the private school or college to receive the information shall be suspended for a period of two years from the time of discovery of the misuse of the information. Any school district may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based upon a determination of the best interests of pupils.

(b) Directory information may be released according to local policy as to any pupil or former pupil. However, notice shall be given at least on an annual basis of the categories of information that the school district plans to release and of the recipients. This Annual Notifications packet serves as notice of the District's plans to release directory information to local education partners in support of students and educational purposes, such as community colleges, feeder districts, and parent/community non-profit organizations. Directory information shall not be released regarding a pupil if a parent/legal guardian of that pupil has notified the school district that the information shall not be released.

(c) Directory information shall not be released regarding a pupil identified as a homeless child or youth, as defined in paragraph (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)), unless a parent/legal guardian, or pupil accorded parental rights, as identified in the federal Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g), has provided written consent that directory information may be released.

Directory information shall not be released regarding any student when a parent/legal guardian has notified the Registrar at their school site, in writing, that such information shall not be released. (EC 49073).

Disaster Preparedness Educational Materials – EC 32282.5

Each school has a disaster preparedness plan and conducts regular fire, earthquake and disaster drills. For a copy of your school's Safety Plan, contact the principal of your school.

Education for English Language Learners BP/AR 6174

The Board of Trustees intends to provide English learners with challenging curriculum and instruction that maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the district's regular course of study.

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas.

In the Fall of each year, each EL student receives a written notification about their assessment scores (ELPAC) and their placement into an EL program.

Eligibility Requirements for Extracurricular and Co-curricular Activities - BP 6145; EC 35160.5

Eligibility

To be eligible to participate in extracurricular and co-curricular activities, students in grades 9 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code 35160.5)

1. Maintenance of minimum progress toward meeting high school graduation requirements of passing 25 units in the previous grading period.
2. Maintenance of minimum 2.0 grade point average on a 4.0 scale in all enrolled classes.
3. Enrolled and passing courses totaling 25 or more credits each grading period (This may include Community College Courses).
Exception: Seniors who are on target for graduation and are enrolled in and passing courses totaling 20 or more credits.
4. If a student is listed as having more than seven classes, the extra athletic team grades shall not be utilized for listed eligibility criteria. (i.e. on track for graduation, 2.0 grade point average, passing and enrolled in five classes and/or probation eligibility).

Probation

The Superintendent or designee may grant ineligible students a probationary period of not more than one grading period.

1. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation,
2. Freshmen enter on probation. Eligibility for freshmen in the Fall will be established at the end of the first grading period.
3. Eligibility for transfer students will be determined after grades arrive, at which time the student is determined to be eligible or remains on probation until the end of the next grading period. Eligibility for transfer students must also meet Central Coast Section guidelines.

Emergency Information - EC 49408

Parents/legal guardians are required to provide and keep current emergency contact information in order to facilitate communication in the event of an accident or illness.

Employee Interactions with Pupils – Assembly Bill 500, BP 4119.21, 4219.21, 4319.21

All FUHSD employees attend Human Resources orientation. This orientation session includes information on the FUHSD Employee Code of Ethical Conduct BP/AR 4044.1.

All FUHSD employees are required to complete and pass an online Mandatory Child Abuse Reporting course.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their student's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request in writing that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. See "Directory Information" section in this packet for more information. This Annual Notifications packet serves as notice to parents and eligible students of their rights under FERPA.

For additional information or technical assistance, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

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, D.C. 20202-58520

Federal Elementary and Secondary Education Act

Parents may request information and the professional qualifications of their child's classroom teachers. Requests should be made in writing and directed to the attention of Paula Robinson, Director of Human Resources. Parents will receive a written response informing them of the following:

- If their child's teacher has met State qualifications for grade levels and subject areas taught
- If their child's teacher is teaching under an emergency credential or other provisional status
- If their child is receiving services from a paraprofessional and if so, their qualifications
- The baccalaureate degree major of the teacher or any other graduate certification or degree held by the teacher and the field of discipline or certification or degree.

Free and Reduced-price Meals – EC 49510, AR 3553

All brunch and lunch meals will be offered free of charge for school year 2024-25. However, parents or legal guardians can submit a free or reduced-price meal application. Families that qualify for free or reduced-price meals can avail additional benefits like discounted utilities, internet access, testing fee waivers, bus passes etc. Application forms may be obtained at the school office and can also be downloaded from the FUHSD website under Departments/Nutrition Services. Online meal applications are also available and can be accessed on the district website <https://www.fuhd.org/departments/nutrition-services/meal-applications>.

Grounds for Suspension and Expulsion – EC 48900

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

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of their own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) (1) 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.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on their physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with their academic performance.

(D) Causing a reasonable pupil to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with their exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use their discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Students Convicted of Violent Felony or Misdemeanor – BP 5116.2

A student may be transferred to another district school if they are convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which they were convicted. (Education Code 48929)

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. They shall also notify the student and their parents/legal guardians of the right to request a meeting with the principal or designee. (Education Code 48929)

Harm or Destruction of Animals – EC 32255

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform their teacher of the objection. Objections must be substantiated by a note from the pupil’s parent or legal guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

Health Examination for School Entry

Immunizations – EC 49403 and 48980, Health & Safety Codes 120325 to 120375, BP 5141.31

Children in California are required to receive immunizations against certain communicable diseases in order to attend school. Students are prohibited from attending school until the immunization requirements are met. All students must show evidence of immunization against poliomyelitis, DPT/TD (Diphtheria, Pertussis, and Tetanus), Whooping Cough/Pertussis booster (at 7th grade or out-of-state transfer admission) and MMR (Measles, Mumps and Rubella) and Varicella upon initial registration into a school. For more information about immunization requirements, please refer to [CDPH Immunization Branch/Resources for Parents](#).

A temporary or permanent medical exemption through the [California Immunization Registry \(CAIR-ME\)](#) can only be issued by a physician licensed in California. Schools may only accept new medical exemptions that are issued using CAIR-ME. In order to receive a medical exemption, parents must create a CAIR-ME account and submit a request for a medical exemption. Next, the child's physician can complete the medical exemption in CAIR-ME and print a copy for the parents to submit to the school.

California Immunization Requirements for **K-12th Grade** (including transitional kindergarten)



Grade	Number of Doses Required of Each Immunization ^{1,2,3}				
K-12 Admission	4 Polio⁴	5 DTaP⁵	3 Hep B⁶	2 MMR⁷	2 Varicella
(7th-12th)⁸	K-12 doses	+ 1 Tdap			
7th Grade Advancement^{9,10}		1 Tdap⁸			2 Varicella¹⁰

TB Risk Assessment for School Entry

Beginning June 1, 2014, the Santa Clara County Tuberculosis (TB) School Mandate changed from a requirement for universal TB testing to a requirement for universal TB risk assessment. TB risk assessment and test results (if indicated) must be submitted prior to school entry; documented TB risk assessment **up to twelve months prior to registration for school is considered valid.**

Students who have a positive risk assessment should have a TB test. All children with a positive TB test should undergo medical evaluation, including a chest x-ray. Chest x-ray is not required for children with documented prior treatment for TB disease, documented prior treatment for latent TB infection, or BCG-vaccinated children who have a positive TST and negative IGRA. The results of the chest x-ray should be included on the form. If the chest x-ray is normal and the child has no TB symptoms, they may start school. If the child has symptoms or an abnormal chest x-ray consistent with TB disease, the child must undergo further evaluation and cannot enter school unless active TB disease has been excluded or treatment has been initiated.

The requirement applies to the following students entering a public or private school in Santa Clara County beginning June 1, 2014 and later:

1. All students entering into kindergarten for the first time.
2. All students transferring to Santa Clara County schools into kindergarten through twelfth grade from a school outside of Santa Clara County.

Santa Clara County Department of Public Health requires that all students entering from outside Santa Clara County must have a Tuberculosis Risk Assessment or Mantoux Tuberculosis Test if needed, or Assessment before starting school.

For more information, please refer to:

- [School Mandate Packet for Parents and Legal Guardians](#)
- [TB Risk Assessment for School Entry Form](#)

High School Graduation Requirements: Foster Youth – EC 51225.1

A pupil who is identified as a foster youth or defined as eligible under Section 51225.2, and who transfers schools after the completion of their second year of high school may qualify for an exemption from local graduation requirements that are above the state requirements. Within 30 days of the pupil transferring schools, the school district will determine whether the pupil is reasonably able to complete all district graduation requirements by the end of the fourth year, or qualifies for the exemption. Once the determination is made, the district will notify the student and parent/legal guardian or education rights holder of the decision and any potential impact on the pupil's postsecondary education plans.

Homeless Youth Education – 42 United States Code 11432

Requires school district homeless liaisons to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children.

The federal McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. This includes children and youth who are living with a friend, relative or someone else because the family has lost their housing; children and youth staying in a motel or hotel due to lack of adequate alternative accommodations; children and youth living in an emergency or transitional shelter or a domestic violence shelter; and children and youth who are living in cars, parks, public spaces abandoned buildings, etc. It is the policy of Congress that students in homeless situations shall have access to the education and other services they need to ensure they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

Services provided to students identified as homeless include:

- Every local education agency designates a staff person to act as the educational liaison for students in homeless situations.
- Students have the option of remaining in their school of origin to the extent feasible or transferring to the local school in the current attendance area when moving to a different address or community. The parent/legal guardian determines which school is in the child's best interest.
- Students are immediately enrolled in school even if they do not have the documents required. The Liaison can request the necessary documents from previous schools or help to schedule required immunizations.
- Students will be provided transportation to and from school at the parent's request.
- Students will be provided free/reduced lunch.
- Students will be provided Title 1 services.
- School districts will establish a dispute resolution process to resolve disagreements between parents and the district. Families living in homeless situations may contact the Liaison to help them put the disagreement into writing.

The District McKinney Vento Liaison (for homeless or displaced youth) is Alison Coy. Contact Alison_Coy@fuhsd.org 408-522-2275, 589 W Fremont Ave, Sunnyvale, CA 94087

Identification of Individuals for Special Education – EC 56301, BP 6164.4

The Board of Trustees recognizes the need to actively seek out and evaluate district residents from birth to age 21 who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law.

(cf. 0430 - Comprehensive Local Plan for Special Education)

(cf. 6164.41 - Children with Disabilities Enrolled by Their Parents in Private School)

(cf. 6164.6 - Identification and Education Under Section 504)

The Superintendent or designee shall establish a comprehensive system that includes procedures for the identification, screening, referral, and regular and triennial assessment of individuals eligible for special education, as well as procedures for the planning, implementation, and review of the education and related services provided to such individuals. (Education Code 56301)

The district's identification procedures shall include methods for utilizing referrals from parents/legal guardians, teachers, appropriate professionals, and others, and shall be coordinated with school site procedures for referral of students whose needs cannot be met with standards-based adaptations to the regular instructional program. (Education Code 56302)

The Superintendent or designee shall notify parents/legal guardians, in writing, of their rights related to identification, referral, assessment, instructional planning, implementation, and review, including the right to consent to any assessment concerning their child. In addition, the Superintendent or designee shall notify parents/legal guardians of procedures for initiating a referral for assessment to identify individuals who need special education services. (Education Code 56301)

Instruction for Pupils with Temporary Disabilities – EC 48980, 48206.3, 48207 and 48208

A pupil with a temporary disability that makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in person.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or legal guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability.

If your child needs Home School Instruction due to a temporary or chronic health condition, contact your home school administrator and/or school counselor to set up a meeting to discuss Medical Educational Placement (MEP) options. Upon receipt of the notification, the district will within five working days initiate the MEP process in order to determine whether the pupil will be eligible to receive individualized instruction pursuant to EC 48206.3.

Insurance - EC 49472, BP 5143

The governing board of any school district or districts which does not employ at least five physicians as full-time supervisors of health, or the equivalent thereof, may provide, or make available, medical or hospital service, or both, through nonprofit membership corporations defraying the cost of medical service or hospital service, or both, or through group, blanket or individual policies of accident insurance or through policies of liability insurance from authorized insurers, for injuries to pupils of the district or districts arising out of accidents occurring while in or on buildings and other premises of the district or districts during the time such pupils are required to be therein or thereon by reason of their attendance upon a regular day school of such district or districts or while being transported by the district or districts to and from school or other place of instruction, or while at any other place as an incident to school-sponsored activities and while being transported to, from and between such places.

No pupil shall be compelled to accept such service without their consent, or if a minor without the consent of their parent or legal guardian. The cost of the insurance or membership may be paid, from the funds of the district or districts, or by the insured pupil, their parent or legal guardian. Such insurance may be purchased from, or such membership may be taken in, only such companies or corporations as are authorized to do business in California. If you would like to purchase student accident insurance, please pick up an application from your school.

Interdistrict Transfers - BP 5117, EC 48980(h)

The Superintendent/designee shall be responsible for establishing agreements with other school districts to provide for interdistrict transfers of students. Because of limited space within District schools and limited resources, the Board of Trustees discourages transfers into the district and will consider approving such transfers only on a case-by-case basis through an interdistrict attendance agreement.

Medication Required During School Hours and School Functions EC 49423 and 49423.6, BP 5141.21

- Before the school may **assist** a pupil, who is required to take, during the regular school day, prescribed medication, the school must receive a signed release from the parents/legal guardians and a written statement from the attending physician that gives specific directions for the administration of the medication to be given at school. The written statement shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

- With written authorization from the student's health care provider and the written approval of the student's parent or legal guardian, **a student may carry a prescribed medication and self-administer said medication.** Controlled substances may not be carried. To carry or store medication on campus, the **Authorization for Medication Form** must be submitted/renewed at the start of each school year and whenever the prescription or prescribing health care provider changes. **All Health Forms are available at all school sites as well as on-line at www.fuhsd.org/parents/health-forms.**

Medication must be brought to school in the original pharmacy container labeled with the student's name, medication, dosage and directions, expiration date and doctor's name and phone number. EC 49423

If you have any questions about the health forms you may contact **your child's school health clerk.**

The parent or legal guardian of any public school pupil on a continuing medication regimen for a non episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. The superintendent of each school district shall be responsible for informing parents or legal guardians of all pupils of the requirements of this section.

All FUHSD's health forms need to be updated every school year.

- Asthma, Diabetes, Seizure, Severe Allergy, and Medical Management Plans: Every School Year or when the treatment plan changes, whichever is sooner.
- Concussion Form: At the Modification Expiration Date (specified by the doctor) or the student's next re-evaluation date, whichever comes first. (Subject to nursing review and doctor's reevaluation/clearance)
- Recommendation for Physical Activity Form (PE Form): At the Modification Expiration Date (specified by the doctor), student's next re-evaluation date, or every semester, whichever comes first. (Subject to nursing review and doctor's reevaluation/clearance)
- Medication: Every school year and when changes are made in medication plan or prescribing health care provider.

These forms are available at all school sites as well as on-line at [Health Information & Forms](#)

Minimum and Pupil-free Staff Development Days – EC 48980

Parents and legal guardians of all pupils are to be informed of the schedule of minimum days and pupil-free staff development days. If minimum or pupil-free staff development days are scheduled after the start of the school year, the school will notify parents and legal guardians of affected pupils as early as possible, but not later than one month prior to the scheduled day.

Mental Health Services

FUHSD is committed to both excellence and equity. Maintaining our excellence requires that we commit to ensuring high levels of learning for all students: learning that is not limited to the knowledge and skills measured on state and national assessments. We work hard to support today's students to be the thinkers, leaders and productive citizens of tomorrow, and this includes supporting student's mental health and social and emotional wellbeing. FUHSD provides many of these supports through staff that includes school counselors, school psychologists, student advocates (licensed marriage and family therapists) and administrators. We also know that student social and emotional health cannot be addressed by schools alone. Thus, we provide students and their families with services and access to community programs that will optimize the health, wellness and safety of our students for them to be successful in the years to come. We encourage you to take advantage of these resources for ensuring the health and wellbeing of your student(s) and family: <https://www.fuhsd.org/students/mental-health-resources>.

Nondiscrimination in District Programs and Activities – BP 0410

The Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on race, color, religion, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, sex, sexual orientation, gender, gender identity or gender expression, veteran or military status, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one of more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

The District requires that school personnel take immediate steps to intervene when it is safe to do so and when they witness an act of discrimination, harassment, intimidation or bullying.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated and resolved in accordance with the procedures specified in AR Board Policy 1312.3 - Uniform Complaint Procedures.

Any person with a disability or who is unable to prepare a written complaint can receive assistance from the site administrator/designee or the Superintendent at (408) 522-2201.

Notice of Alternative Schools – EC 58501, 48980(g)

California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

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

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

Pesticide Products – EC 17612

In support of the Healthy Schools Act (AB 2260), the Fremont Union High School District will implement policies and procedures to control structural and landscape pests/weeds and minimize exposure of pesticides/herbicides to students and staff.

To obtain information on all pesticide products and expected use at FUHSD facilities during the year, please contact Roger Silveira, Director of Facilities & Bond at (408) 522-2256. The notice will identify the active ingredient(s) in each pesticide product and an internet address on pesticide use and reduction.

Physical Examination – EC 49451, BP 5141.3

A parent or legal guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or legal guardian, stating that he will not consent to a physical examination of their child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Pregnant and Parenting Students – BP 5146

Expectant and parenting students retain the right to participate in any comprehensive school or educational alternative programs. School placement and instructional strategies for participating students shall be based on the needs and learning styles of individual students. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the individual student.

- FUHSD shall apply no rule concerning a pupil's actual or potential parental, family, or marital status that treats pupils differently on the basis of sex. (EC Section 221.51(a); 5 CCR Section 4950; 34 CFR Section 106.40(a))
- FUHSD shall not exclude or deny any pupil from any educational program or activity solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. (EC Section 221.51(b); 5 CCR Section 4950(a); 34 CFR Section 106.40(b)(1)).
- Pregnant or parenting pupils shall not be excluded from participation in their regular school programs and shall not be required to participate in pregnant-pupil programs or alternative educational programs. (EC Section 221.51(d); 5 CCR Section 4950(c); 34 CFR Section 106.40(b)(1)).
- Pregnant or parenting pupils who voluntarily participate in alternative programs shall be given educational programs, activities, and courses equal to the regular program. (EC Section 221.51(d); 5 CCR Section 4950(c); 34 CFR Section 106.40(b)(3)).
- FUHSD treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability. (EC Section 221.51(e); 5 CCR Section 4950(d); 34 CFR Section 106.40(b)(4)).
- FUHSD shall not make pre-admission inquiry as to the marital status of an applicant for admission, including whether such applicant is "Miss" or "Mrs." An LEA may make pre-admission inquiry as to the sex of an applicant for admission, but only if such inquiry is made equally of such applicants of both sexes and if the results of such inquiry are not used in connection with discrimination prohibited by Title IX. (34 CFR Section 106.21(c)(4))
- FUHSD shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A school shall be required to provide the reasonable accommodations specified only if there is at least one lactating pupil on the school campus.
 - a. Reasonable accommodations under this section include, but are not limited to, all of the following:
 - i. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.
 - ii. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
 - iii. Access to a power source for a breast pump or any other equipment used to express breast milk.
 - iv. Access to a place to store expressed breast milk safely.
 - b. A lactating pupil shall be provided a reasonable amount of time to accommodate her need to express breast milk or breast-feed an infant child.
 - c. Only school sites with at least one lactating pupil shall provide the reasonable accommodations specified above. A school subject to this may use an existing facility to meet the requirements.
 - d. A pupil shall not incur an academic penalty as a result of her use, during the school day, of the reasonable accommodations specified in this section, and shall be provided the opportunity to make up any work missed due to such use. (EC Sections 222(a) - (e))
- Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. The following accommodations as rights of pregnant and parenting pupils:
 - a. A pregnant or parenting pupil is entitled to eight weeks of parental leave, which the pupil may take before the birth of the pupil's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives or expects to give birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant. If the pupil is 18 years of age or older, or, if the pupil is under 18 years of age, the person holding the right to make educational decisions for the pupil, notify the school of the pupil's intent to exercise this right.
 - b. A pregnant or parenting pupil who does not wish to take all or part of the parental leave shall not be required to do so.

- c. A pregnant or parenting pupil is entitled to receive more than eight weeks of parental leave, if deemed medically necessary by the pupil's physician.
 - d. When a pupil takes parental leave, the supervisor of attendance shall ensure that absences from the pupil's regular school program are excused until the pupil is able to return to the regular school program or an alternative education program.
 - e. During parental leave taken, a local educational agency shall not require a pregnant or parenting pupil to complete academic work or other school requirements.
 - f. A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave.
 - g. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and re enrollment in courses.
 - h. A pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
 - i. A pupil who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency.
 - j. A pregnant or parenting pupil who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.
 - k. A pupil shall not incur an academic penalty as a result of his or her use of the accommodations.
 - A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures.
- (EC Sections 46015(1) - (11))

Prohibition against Retaliation

Retaliation against a student, parent/legal guardian or other individual because they filed a complaint or assisted or participated in an unlawful discrimination proceeding, or who has otherwise acted to assert the rights of students to be free from unlawful discrimination is also prohibited. Any student or employee found to have retaliated against another in violation of this policy will be subject to discipline.

Students who knowingly file false discrimination complaints or give false statements in an investigation will be subject to consequences including discipline measures up to and including suspension and expulsion.

Pupil Records – EC 49076, EC 49063 and 49069, Title 34 Code of Federal Regulations 99.7, AR 5125

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm, electronic database, or other means, must be maintained on the history of a pupil's development and educational progress. FUHSD will protect the privacy of such records. Parents/legal guardians have the right to: 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill their professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, FUHSD shall disclose educational records without parental consent. FUHSD may also release directory information as described above (see "Directory Information" section in this packet) to local education partners.

Parents' request to access their student's educational records must be submitted in a written form to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Copies of student records are available to parents for a fee of no more than 10 cents per page.

Any challenge to school records must be submitted in writing to the school principal. A parent challenging school records must show that the records are: 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student.

Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-8520.

Pupil Rights: Sex Segregated School Programs and Activities – EC 221.5

As defined in the California Sex Equity in Education Act, the school district shall conduct classes and activities without regard to the sex of the pupil. The school district will not prohibit a pupil from enrolling in any class or course on the basis of the sex of the pupil, nor will the school district require a pupil of one sex to enroll in any class or activity unless the same is required of a pupil of the opposite sex. Participation in a particular physical education activity or sport, if required of pupils of one sex, shall be available to pupils of each sex. A pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with their gender identity, irrespective of the gender listed on the pupil's records.

Rehabilitation Act of 1973, Section 504

This civil rights statute provides for the referral, evaluation, and reasonable accommodation of students who may have a physical or mental impairment that substantially limits a major life activity under Section 504. Rights pertinent to Section 504 are available from the local school or from the Special Services Dept. Please notify your student's school or the Coordinator of Special Services of any student who may need special help by calling:

Cathleen Rodriguez
Coordinator of Special Services
Fremont Union High School District
408-522-2285

Residency and Open Enrollment – EC 35160.5

To register a student, the parent/legal guardian must supply three types of current documentation, including, but not limited to:

- Valid photo ID
- Current valid vehicle registration, current year's W-2's, or current paycheck/paystub with name and full address of employer and employee appearing on paycheck/paystub or current Internet bill.
- Current property tax bill with parent's name and property address indicating homeowner's exemption OR rental/lease agreement with parent's name and address, as well as manager/owner's name and phone number
- Current Pacific Gas & Electric (PG&E) bill or other utility bill or online statement. If PG&E is included in the monthly rent, then the current Bank statement or Insurance bill are acceptable.

If at any time a student's residence is in question, the District will investigate. These investigations may include the use of home visits, interviews, and photography.

Fremont Union High School District has established rules and regulations regarding an open enrollment policy within the District for residents of the District. As required under this section, the policy includes the following elements:

- Parents and legal 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 their residence within the district.
- A selection policy for any school that receives request for admission in excess of the capacity of the school that ensures selection of students to enroll in the school is made through a random, unbiased process that prohibits an evaluation of whether any student should be enrolled based on their academic or athletic performance. For the purposes of this subdivision, the school district Governing Board shall determine the capacity of the schools in its district.
- No student who currently resides in the attendance area of a school shall be displaced by students transferring from outside the attendance area.

The Board of Trustees determined that District schools do not have sufficient excess capacity to permit intra-district transfers through Open Enrollment for the 2024-25 school year.

Safe Storage of Firearms

The purpose of this message is to inform and to remind parents and legal guardians of students in the Fremont Union High School District of their responsibilities for keeping firearms out of the hands of children as required by California law. Guns are a leading cause of death of children in the US. In the last several years, there have been numerous news reports of children across the nation bringing firearms to school. In many of these incidents, the child obtained the firearm(s) from their home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

It is a crime for a person to negligently store or leave a loaded firearm in a place where a child is likely to access it. To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.[1]

o **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it

without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.[2]

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.[3]
- Finally, a parent or legal guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.[4]

Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable. Thank you for your partnership in helping to keep our children and schools safe.

[1] See California Penal Code sections 25100 through 25125 and 25200 through 25220.

[2] See California Penal Code section 25100(c).

[3] See California Civil Code Section 29805.

[4] See California Civil Code Section 1714.3.

School Athletics: Concussions - EC 49475

Safety of athletes participating in our athletic programs is a top priority for all our schools. Research about the effects of concussions in sports has raised serious concerns about this type of injury in high school sports. A concussion is a kind of brain injury that is caused by a bump or hit to the head, or by a blow to another part of the body with a force that shakes the head. Concussions can occur in any sport and can appear differently in each person. Most concussions get better with rest and over 90% of athletes fully recover. However, all concussions should be considered serious. If not recognized and managed the right way, they may result in problems including brain damage and even death.

California state law AB25 (effective January 1, 2012) now Education Code EC49475, mandates that all school districts ensure that:

1. An athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to the athletic activity until they are evaluated by a licensed health care provider.
2. The athlete shall not be permitted to return to the athletic activity until they receive written clearance to return to the athletic activity from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.
3. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the athlete and the athlete's parent or legal guardian before the athlete initiates practice or competition.
 - "Licensed health care provider" means a licensed health care provider who is trained in the management of concussions and is acting within the scope of their practice.
 - This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course required pursuant to subdivision (d) of Section 51220.
 - Every 2 years, all coaches are required to receive training about concussions (AB 1451), as well as certification in First Aid training, CPR, and AEDs.
 - All athletes in all sports are assessed with a Computerized Neurocognitive Test prior to participation in sports to establish a baseline of their cognitive functions. In the event that an athlete sustains a concussion, this assessment information may be used by the athlete's doctor to evaluate their return to work and play

School Safety Plan – EC 32280

Each Santa Clara County Office of Education school site has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office.

Security/Surveillance Cameras

Notice regarding the use of camera surveillance on school property - For the safety of our students, staff and visitors, the School District employs camera surveillance equipment for security purposes at all school sites and the District Office. This equipment may or may not be monitored at any time. Surveillance cameras will generally be utilized only in public areas where there is no "reasonable expectation of privacy." District surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

Sexual Harassment – EC 48980, BP/AR 5145.7

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. This policy is implemented to inform students, staff and parents/legal guardians about what sexual harassment is and the procedures which will be followed by FUHSD upon receipt of sexual harassment allegations.

The district strongly encourages students who feel they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Formal complaints may be filed as follows:

Title IX Coordinator - COMPLAINTS AGAINST STUDENTS

Trudy Gross
Associate Superintendent, Teaching and Learning
589 W Fremont Ave.
Sunnyvale, CA 94087
Phone: (408) 522-2203
Email: trudy_gross@fuhsd.org

Title IX Coordinator - COMPLAINTS AGAINST EMPLOYEES

Paula Robinson
Director of Human Resources
589 W Fremont Ave.
Sunnyvale, CA 94087
Phone: (408) 522-2279
Email: paula_robinson@fuhsd.org

Sight and Hearing Screening – EC 49452 and 49455

The governing board of any school district shall, subject to Section 49451, provide for the testing of the sight and hearing of each pupil enrolled in the schools of the district. The test shall be adequate in nature and shall be given only by duly qualified supervisors of health employed by the district; or by certificated employees of the district or of the county superintendent of schools who possess the qualifications prescribed by the Commission for Teacher Preparation and Licensing; or by contract with an agency duly authorized to perform those services by the county superintendent of schools of the county in which the district is located, under guidelines established by the State Board of Education; or accredited schools or colleges of optometry, osteopathic medicine, or medicine.

Student Dress and Grooming – BP 5132

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

The principal, staff and parents/legal guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

For campus-specific detailed dress code requirements, please refer to the student and parent handbooks that are distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in your school office.

Sunscreen and Sun-protective Clothing – EC 35183.5

Each school site shall allow for outdoor use during the school day, articles of sun-protective clothing, including but not limited to hats. Pupils may use sunscreen during the school day without a physician's note or prescription.

Surveys – EC 51513

Anonymous, voluntary confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students. Parents/legal guardians will be notified of any test, questionnaire, or survey the school plans to administer, and will be given the opportunity to review the test, questionnaire, or survey. Parents/legal guardians may request that their student not participate in the test, questionnaire, or survey by submitting their request in writing to the school.

Tobacco-free Campus – Health and Safety Code Sections 104420 and 104495

In accordance with state and federal law, smoking is prohibited in all FUHSD facilities and vehicles.

All school districts and county offices of education that receive Tobacco Use Prevention (TUPE) funds are required to adopt and enforce a tobacco-free campus policy, to communicate this policy to school staff, parents/legal guardians, pupils and community, and to post signs stating "Tobacco Use Prohibited" at all entrances to the school.

Under Health and Safety Code Section 104495, smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of school grounds is prohibited, except on a public sidewalk located within 25 feet of the school site. The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

Tobacco -Free Schools – BP 3513.3

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901). Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901):

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

Uniform Complaint Procedures

BP 1312.1-4: The Fremont Union High School District (FUHSD) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation or bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful fees. The District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by the Fremont Union High School District.

BP 1312.3: The District shall investigate complaints alleging failure to comply with laws and/or allegations of unlawful discrimination includes, but is not limited to, discriminatory harassment, intimidation, or bullying based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on their association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

BP 5145.7: The district designates Trudy Gross and Paula Robinson as the responsible employees to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at as follows:

Title IX Coordinator (COMPLAINTS AGAINST STUDENTS)

Sexual Discrimination/Harassment

Trudy Gross
Associate Superintendent
Phone: (408) 522-2203
Email: trudy_gross@fuhisd.org

Title IX Coordinator (COMPLAINTS AGAINST STAFF)

Sexual Discrimination/Harassment

Paula Robinson
Director of Human Resources
Phone: (408) 522-2279
Email: paula_robinson@fuhisd.org

Any student who believes that they were subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to their teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's Title IX Coordinator identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report their observation to the principal or a district Title IX Coordinator. The employee shall take these actions, whether or not the alleged victim files a complaint.

BP 1312.3: The District shall also investigate allegations that it has charged impermissible fees for participation in an educational activity. A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local Uniform Complaints Procedure. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Should the District find merit in a pupil fees complaint, the District will provide a remedy to all affected students, parents and legal guardians, and where applicable, all efforts will be made to compensate all involved in the payment of those fees. [Complaint Process and Public Input](#)

FREMONT UNION HIGH SCHOOL DISTRICT UNIFORM COMPLAINT FORM

The Uniform Complaint Procedure (UCP) is used for complaints alleging non-compliance with state and federal laws and regulations governing discrimination and/or educational programs.

Last Name: _____ First Name: _____
 Student Name (if applicable): _____ Student ID#: (if applicable): _____
 Home Address: _____
 Phone Number: _____ Email: _____
 Person Making Complaint: - Parent/Legal Guardian - Student - District Employee -Other

Please describe the issue of your complaint:
 Include as much detail as needed to thoroughly describe your complaint. Please include dates, locations, names of witnesses and any/all previous communication you have had about this issue. You may attach additional pages, if needed.

I certify that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Complaints may be filed with the District’s Compliance Officers/Coordinators as follows:

Uniform and Williams Complaints, Equity Officer

Graham Clark
 Superintendent
 Phone: (408) 522-2205
 Email: graham_clark@fuhisd.org
 589 W Fremont Ave, Sunnyvale, CA 94087

Title II & V Compliance Officer

School Facilities/Construction
 Christine Mallery
 Associate Superintendent/CBO
 Business Services
 Phone: (408) 522-2245
 Email: christine_mallery@fuhisd.org
 589 W Fremont Ave, Sunnyvale, CA 94087

Title IX Title IX Coordinator (COMPLAINTS AGAINST STAFF)

Sexual Discrimination/Harassment

Paula Robinson
 Director of Human Resources
 Phone: (408) 522-2279
 Email: paula_robinson@fuhisd.org
 589 W Fremont Ave, Sunnyvale, CA 94087

Section 504 Compliance Officer/Coordinator

Students with Disabilities

Cathleen Rodriguez
 Coordinator of Special Services
 Phone: (408) 522-2285
 Email: cathleen_rodriguez@fuhisd.org
 589 W Fremont Ave, Sunnyvale, CA 94087

Title IX Title IX Coordinator (COMPLAINTS AGAINST STUDENTS)

Sexual Discrimination/Harassment

Trudy Gross
 Associate Superintendent
 Phone: (408) 522-2203
 Email: trudy_gross@fuhisd.org
 589 W Fremont Ave, Sunnyvale, CA 94087

Williams Complaint Policy and Procedure – EC 35186, AR/E 1312.4

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ___ Yes ___ No

Contact information: **(if response is requested)**

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

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

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

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

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

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. (5 CCR 4600)

A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

