

**Galt Joint Union High School District  
RIGHTS AND RESPONSIBILITIES HANDBOOK  
2011-2012**



**MISSION STATEMENT**

The Mission of the Galt Joint Union High School District is to ensure that each student graduates, achieves his/her goals and becomes a contributing member of society through effective personalized educational programs and facilities in partnership with family and community.

**SUPERINTENDENT'S MESSAGE**

On behalf of the Board of Trustees and staff of the Galt Joint Union High School District, I would like to personally welcome each and every one of you to the District and the 2011-2012 school year. Our goal is to ensure that each and every student in our academic programs has a quality educational experience that will prepare them for the future.

This "Annual Notification Packet" to parents and guardians not only serves the purpose of providing you with information that all school districts in California are required to provide on an annual basis, but also serves as information to you in providing student specific information as it pertains to the District.

Please take a few moments to review this important information. After your review, I ask that you sign and return the page at the end of this packet acknowledging that you have received and reviewed these materials. Once again, "welcome" and thank you for allowing your student to be a part of our school District. If you should have questions regarding this information or any other within the District, please feel free to contact us at the numbers provided in the attached documents. We appreciate the opportunity to get to know you and work with you in supporting your student in a successful educational experience.

Respectfully,

*Daisy Lee*

Dr. Daisy Lee, Superintendent  
Galt Joint Union High School District

## TELEPHONE NUMBERS



When you have a question or concern, it is best to start with your student's teacher, the school principal, or the school office staff. If you need further assistance, District office staff is available to help you.

### SCHOOLS

#### Galt High School

Maria Orr, Interim Principal 745-3081

Attendance 745-3081

Counseling 745-3081

#### Estrellita Continuation High School

Antonio Lara, Principal 745-2167

#### Liberty Ranch High School

Brian Deis, Principal 744-4250

Attendance 744-4250

Counseling 744-4250

#### Adult Education

Karin Liu, Director 745-5852

### DISTRICT OFFICES

#### Superintendent's Office

Dr. Daisy Lee  
Superintendent 745-3061

Jeanne Malmgren  
Executive Assistant to the Superintendent 745-3061

Audrey Kilpatrick  
Chief Business Official 745-3061

Charles Howell  
Administrator on Special Assignment (EHS) 745-2167 / (LRHS) 744-4250

#### Food Service

Joye McKetty, Director 745-5480

#### Human Resources

Shirley Williams, Coordinator 745-3061

#### Maintenance

Rollin Kiel, Director 745-2102

#### Transportation

Bruce Becker, Director 745-1059

## ABOUT OUR SCHOOLS

### PARENT PARTICIPATION



**Parent Groups:** Most schools have a Parent Teacher Association or other parent organizations, Booster Clubs, etc. Information about these and an opportunity to join are provided at Back-to-School Night in the fall.

In addition, most schools have parent advisory groups and school site councils formed to aid the principal in meeting the specific requirements of state and federal programs. Special committees are formed at the schools from time to time to contribute to specific projects. Information about serving on such groups may be obtained by contacting the individual school(s).

The Board of Trustees and Superintendent also appoint special committees, when needed, to study identified problems or to assist on projects. Persons interested in serving on such a committee may contact the Superintendent's office.

**Visiting Schools:** The teacher or school principal may be contacted directly to determine the most productive time for visiting. All visitors are required to check in with the school office immediately upon arrival.

**Use of School Facilities:** Under the State Civic Center Act, parts of all schools are designated civic centers. These areas are available for use by various groups as long as such use does not interfere with school operation and meets certain criteria specified by law and District policy. District administrative procedures include a schedule of fees that apply for all uses of facilities not

otherwise excepted by law. It is necessary to contact the school secretary at the specific school requested for the process of making reservations during the regular school year.

**Communication With Teachers:** Teachers are trained to assist pupils and parents with school-related problems. Parents may phone the school to arrange an appointment or may send a email requesting a meeting time.

**Communication With School and District Administrators:** School principals are responsible for the schools' educational programs and operation. In some schools, counselors or assistant principals may assist parents in certain areas, but final responsibility lies with the principal. Interests or concerns involving district operation of more than one school may be referred to District Office administration.

**Board of Trustees Meetings:** The Board of Trustees holds regular meetings on the second Tuesday of each month at 6:30 p.m. in the Galt City Council Chambers. In addition, special meetings are held when needed. Meetings are open to the public. An agenda listing the items that will be considered at each meeting is posted at the District Office 72 hours before regular meetings and 24 hours before special meetings. Arrangements to appear before the Board of Trustees may be made by contacting the Superintendent's Office.

### REGISTRATION

Parents may register pupils starting school for the first time or transferring from another school district at their zoned school. Information about school attendance zones may be obtained by calling the Principal's office. Pupils in grades nine through twelve are asked to present evidence of grade placement in the form of a report card or transfer slip. Information regarding immunizations and health history is also required at the time of registration.

### TOBACCO-FREE SCHOOLS/SMOKING

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. In the best interests of students, employees, and the general public, the Board of Trustees of Galt Joint Union High School District prohibits the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the district.

Students interested in smoking cessation programs may contact their principal or counselor for information.

**Nondiscrimination in Education:** Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration. The district shall promote programs that ensure that these discriminatory practices are eliminated in all district activities.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education

Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Education for All Handicapped Children Act of 1975. The California Department of Education and the Office for Civil Rights of the United States Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds.

If you wish further details in this regard, or if you wish to file a complaint, please contact the Superintendent (12945 Marengo Road, Galt, CA 95632 [209]745-0249) or the appropriate agency.

## MANDATED NOTIFICATION TO PARENTS

Education Code §48980 and other various statutes require school districts to give written notification to parents on an annual basis regarding programs, rights, and services.

### ATTENDANCE

**Absences:** According to law, students will be excused for absence only when it was due to illness; due to quarantine under the direction of a city or county health officer; for the purpose of having medical, dental, optometrical, or chiropractic services rendered; for the purpose of attending the funeral services of a member of his/her immediate family, including a parent, grandparent, spouse, child, or any relative living in the pupil's immediate household, 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 of California; or for the purpose of jury duty in the manner provided by law.

**Absence For Justifiable Personal Reasons:** A student may be excused from school for justifiable personal reasons, such as appearance in court, observation of religious holiday or ceremony, attendance at religious retreats (not to exceed four hours per semester), or an employment conference, when the parent makes a request in writing and when the request is approved by the principal or designee. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours. No pupil may have his or her grade reduced or lose academic credit for any absence(s) excused under Education Code Section 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

**Absence For Religious Purposes:** After completing a minimum day, students who have written permission from their parents or guardians may be excused from school to attend religious services at a place away from school. Such absences are limited to four days per month.

**Attendance in a School District in Which Parent/Guardian is Employed:** Students may have the option

of attending school in the district where a parent/guardian is employed. If interested, call the school office for information.

**Attendance Where Caregiver Resides:** Students who live in the home of a caregiving adult, as defined by law, may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that the student lives in the caregiver's home.

**High School Students Leaving School at Lunch Time:** The Board of Trustees of Galt Joint Union High School District, pursuant to Section 44808.5 of the Education Code, has voted to close the campus during lunch time, effective February 21, 2003.

**Individualized Instruction:** A pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside.

**Pupils in Hospitals Outside of School District:** A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, that is located outside of the school district in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district that the pupil now resides in the district where the hospital is located. That district, when possible, will provide that student individualized instruction.

**Open Enrollment:** It is the intent of the Legislature that the Board of Trustees of each school district annually review the enrollment options available to the pupils within their districts and that the school districts strive to make available enrollment options that meet the diverse needs, potential, and interests of California's pupils. Board Policy 5116.1, in accordance with AB 1114 (Alpert), establishes a random, unbiased selection process for the admission of students from outside a school's attendance area. In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. The superintendent or designee is responsible for determining the capacity of schools in the district. The following information applies to school attendance zones as well as district residency requirements.

The following options for meeting residency requirements exist:

- 1) A student residing within the district may establish residency by documenting that he/she lives with a parent/guardian within the district, that he/she is an emancipated minor living in the district, or that he/she is in the court-appointed care of a licensed foster home, family home, or children's institution within the district. Students shall also qualify as district residents if placed by the parent/guardian into a home located within the district, provided the home is properly licensed or is the home of a relative as defined by California Code of Regulations, Title 22. (Education Code 48200-48204)
- 2) A student not residing within the district shall be deemed a district resident if an interdistrict attendance agreement is in effect or if the student is confined to a district area hospital or residential care facility for treatment of a temporary disability. (Education Code 48206.3-48208)

Complaint procedure:

Any complaints regarding the selection process should be sent to the Superintendent or designee.

Notice of Alternative Schools:

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the education code 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 his/her desire to learn.
- c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, 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 Board of Trustees of the district to establish alternative school programs in each district.

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### EXEMPTIONS

**Dissection of Animals:** If a pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, including dissection, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. A pupil's objection pursuant to this section shall be substantiated by a note from his or her parent or guardian.

**Excuse from Instruction Due to Religious Belief:** Whenever any part of the instruction in health or family life education conflicts with the religious training and beliefs or personal moral conviction of the parent or guardian of any student, the student shall be excused from such instruction upon the written request of the parent or guardian.

**Tests on Personal Beliefs:** No test, questionnaire, survey, or examination containing any questions about the pupil's or his/her parents' or guardians' personal beliefs or practices in sex, family life, morality, and religion shall be administered to any pupil in kindergarten or grades 1 through 12 unless the parent or guardian of the pupil is notified in writing that such test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey, or examination.

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### HEALTH SERVICES

**Assistance With Medication:** A student who is required to take, during the regular school day, medication prescribed by a physician, may be assisted by the school nurse or other designated school personnel after the school district receives: 1) a written statement from the physician detailing the method, amount, and a time schedule for such medication; 2) a written statement from the parent or guardian indicating his/her desire to have the school district personnel assist the pupil in taking the medication; and 3) a release statement signed by the parent/guardian. Forms are available at the school.

If your student is on a continuing medication regimen for a nonepisodic condition, you are required to notify your school principal of the medication being taken, the current dosage, and the name of the supervising physician.

**Confidential Medical Services Without Parent Consent:** According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.

**Immunizations:** A student may not be admitted to school unless he/she has been fully immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) in the manner and with immunizing agents approved by the State Department of Public Health. **Effective July 1, 2011, all students entering 7<sup>th</sup> through 12<sup>th</sup> grades will need proof of Tdap booster shot before starting school. Students must receive one dose of Tdap vaccine on or after their 7<sup>th</sup> birthday.** This applies to all public/private school students, including students already attending our high schools. Please bring proof of vaccination to the Counselor's or front office. The required immunizations are available from the County Health Office or a physician.

**Documentary proof** of immunization, especially Tdap booster, is required **before** returning to school. It is the policy of Galt Joint Union High School District that there be no "conditional" admittance to schools; immunizations must be up-to-date before admission to school is granted. This requirement does not apply to any person 18 years of

age or older, or if a district-provided waiver form is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a letter or affidavit from a licensed physician is given stating that the physical condition of the pupil is such that immunization is not considered safe. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such time as directed by health officials or district administration.

**Medical and Hospital Services:** Medical and hospital services for students injured at school, school-sponsored events, or while being transported may be insured at District expense.

**Physical Examinations:** Parents may file an objection if they do not wish the school to make physical examinations of their student. However, the pupil may be sent home if he/she is believed to be suffering from a contagious disease.

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### MISCELLANEOUS

**Management Plan For Asbestos-Containing Material:** A complete, updated management plan for asbestos-containing material in school buildings is available in the Director of Maintenance's office at 145 N. Lincoln Way, Galt.

**Sex Offender Information:** When a law enforcement agency notifies the district about registered sex offenders who may reside or work within the geographical area covered by the district, the district will cooperate with law enforcement to provide the safest environment possible for students. Roles are defined as follows:

1. Law enforcement will assess the relative danger of an offender and will notify the public upon determination of a risk.
  2. Parents can contact law enforcement for additional information.
  3. Depending upon the risk as determined by law enforcement, notification to staff may include any or all of the following: principals, teachers, classified staff, security staff, bus drivers, yard duty supervisors.
- (Board Policy 3515.5)

The Sex Offender Identification Line is a telephone service for use by the public and organizations to identify serious sex offenders. This District does not disseminate this information; however, anyone at least 18 years of age may call 1-900-463-0400. You will need the following information on the person you are checking on: Name and ONE of the following: address, birth date, Driver's License or Social Security number. You will be charged a flat rate of \$10 for information on up to two individuals. You may also receive information from your local law enforcement agency or view the Attorney General's Home Page: <http://www.caag.state.ca.us/>. Another means to obtain information on California's serious sex offenders is to view the CD-ROM which is available for public viewing and provides the following information about serious sex offenders: registrant's name; aliases; photograph (if available); sex; physical description, including scars, marks, and tattoos; registered sex offenses; county of residence; and ZIP code (based on last registration). To view the CD-ROM, you must:

1. be 18 years of age or older;
2. provide a California driver's license or identification card;
3. sign a statement that you are not a registered sex offender; that you understand the purpose of the release of information is for the public to protect themselves and their student(s) from sex offenders; and that it is illegal to use the information to harass, discriminate or commit a crime against any registrant;
4. state a distinct purpose for viewing the CD-ROM, if required by local law enforcement.

Contact your local law enforcement agency to obtain information on where and when you can view the CD-ROM.

### **Use of the Internet and/or On-Line Sites**

Students at some of our schools have access to the Internet or on-line services. Galt Joint Union High School District has adopted a policy regarding access by pupils to on-line electronic services that may contain harmful or obscene matter as defined by Penal Code 313(a). This policy guards the identity and pictures of individual students, prohibits the use of student e-mail or web site addresses (URLs), and prohibits commercial transactions. Please see attachment for the full text of this policy.

**DUE PROCESS PROTECTIONS AND COMPLAINTS**  
**Galt Joint Union High School District**

**UNIFORM COMPLAINT PROCEDURES**

**Annual Notice to Students, Parents and/or Guardians, Employees, Advisory Committees, and other interested parties:**  
The Board of Trustees of the Galt Joint Union High School District recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state or federal financial assistance.

What is a complaint? A complaint is a written statement alleging discrimination, or a violation of a federal or state law within the following programs: Adult Education, Child Development, Consolidated Categorical Aid, including No Child Left Behind, State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees.

In addition, the Williams Settlement complaint procedures cover complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment. Williams Settlement complaints may be filed anonymously. A complaint form is available for these types of complaints, in the school office or on the school web site. It is not necessary to use the form, as long as the complaint is submitted in writing.

The Board encourages the early, informal resolution of complaints at the school site level whenever possible. Complaints should be directed to the individual's Principal. For Galt Adult School, complaints should also be directed to the Principal. If resolution cannot take place at the site level, the complaint shall then be directed to the Superintendent at 12945 Marengo Road, Galt, CA 95632 (209) 745-0249.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures and designate a staff member to be responsible for receiving, investigating and resolving the complaint.

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

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

Board Policies that cover confidentiality rights include the following:

*(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 – Student Records)*  
*(cf. 9011 – Disclosure of Confidential/Privileged Information)*

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

*(cf. 1312.1 – Complaints Concerning District Employees)*  
*(cf. 1312.2 – Complaints Concerning Instructional Materials)*  
*(cf. 4031 – Complaints Concerning Discrimination in Employment)*  
*(cf. 5141.1 – Child Abuse Reporting Procedures)*

**Compliance Officers**

The Board of Trustees designates the following compliance officer to receive and investigate complaints and ensures district compliance with law:

**Superintendent**  
**12945 Marengo Road, Galt, CA 95632**  
**209-745-0249**

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee. *(cf. 9124 – Attorney)*

**Timeline:** Discrimination complaints must be filed no later than six months from the date of the occurrence, or from the time the complainant first learned of the facts of the discrimination.

The district must resolve the complaint and complete a written report within 60 days of receipt of a complaint.

The district must advise the complainant regarding appeal rights to the California Department of Education within 15 days of receipt of the district's written report.

**Notifications:** The Superintendent or designee shall meet the notification requirement of 5 CCR 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which

a complaint may be taken directly to the California Department of Education. The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. (*cf.* 5146.6 – Parental Notification)

The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources includes:

### **Sacramento County Office of Education**

**Procedures:** The following procedures shall be used to address all complaints, which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4632.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

#### **Step 1: Filing of Complaint**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

A person who alleges that he/she personally suffered unlawful discrimination or a person who believes that has subjected an individual or any specific class of individuals to unlawful discrimination may file complaints alleging unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. (5 CCR 4600)

#### **Step 2: Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5CCR 4631)

#### **Step 3: Investigation of Complaint**

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

#### **Step 4: Response**

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

#### **Step 5: Final Written Decision**

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

The report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any. (5 CCR 4631)
2. The rationale for the above disposition. (5 CCR 4631)
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal. (5 CCR 4631)
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved.

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

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

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652) When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (5 CCR 4652)

**Civil Law Remedies**

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies, outside of the district’s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

**Pesticide Warnings:** The district has implemented an integrated pest management (IPM) program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff, parents, or guardians of the name of the pesticide products expected to be applied at the school facility during the upcoming year. Those products are as follows:

Product Name	Active Ingredient
Round Up	Glyphosate, Thosthomethyl
Pro Star 70 WP	Flutolanil, Methylethoxy, Phenyl Trifluoromethye, Benzanide
Maxforce Stations	Fipronil
Maxforce G.	Hydramethylnon
Suspend SC	Delathamethrin
Delta Dust	Deltamethrin
Microcare	Piperonyl Butoxide
Wasp Freeze	D-Trans-Allerthhrin
Siege Gel	Hydramethylnon
Turflon	Triclopyr
Ronstar G	Oxydiazon
Hunter 5G	Imidacloprid

The following table is the scheduled service timetable for Galt Joint Union High School District for 2011-2012 school year.

2nd Wednesday of Each Month
Galt High School
Estrellita Continuation High School
Adult Education
Liberty Ranch High School

If you want to receive notification of individual pesticide applications at the school facility, please complete a registration form that is available in the district office. You will receive notification at least 72 hours prior to the application. Information regarding pesticide information may be obtained at the web site for the California Department of Pesticide Regulation at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

**School Safety Plans:** Each school site has established a Safety Plan. Plans are available to the public at each individual school site. Copies are provided to local law enforcement agencies.

**PARENTAL RIGHTS**

**Parental Rights: Education**

**Empowerment Act of 1998:** The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this annual notice. Your rights, as a parent or guardian, include the following:

**Affirmation or Disavowal of Beliefs:**

A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve pupils of any obligation to complete regular classroom assignments.

**Consent for Evaluations:** Your student may not be tested for a

behavioral, mental, or emotional evaluation without your informed written consent.

**Inspection of Instructional Materials:**

All primary supplemental instructional materials and assessments, including textbooks, teacher’s manuals, films, tapes, and software, shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the Board of Trustees of the school district.

**Observation of School Activities:**

You have the right to observe instruction and other school

activities that involve your student in accordance with procedures determined by the Board of Trustees of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the Board of Trustees of this school district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the Board of Trustees of this school district.

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**No Child Left Behind Act:** Federal law requires parents to be informed of their right to request information regarding the following:

1. Notice of Teacher Status
2. Annual Principal Verification of Highly Qualified Staff Requirements
3. Parent notification of Alternative English Language Developmental Program Options
4. Home Language Survey
5. Notification of English Language Development Program Placement
6. Description of English Language Development Program
7. Request for English Language Development Program Withdrawal/Denial of Enrollment
8. Notice of Parent Meeting for English Language Learners along with Parent Participation Form
9. Notice of Progress, Title III Annual Program Achievement Objectives
10. Notice of State Review of District, Adequate Yearly Progress - AYP
11. Status of School Adequate Yearly Process (AYP), Notice to Parents
12. Annual Notice of Supplemental Services for Title I Schools
13. Parent Request for Supplemental Services
14. Determination of Student Eligibility For Supplemental Services
15. Parent Request for Withdrawal from Supplemental Services Program
16. District Agreement with State-Approved Supplemental Services Provider
17. Request for School Transfer, Public School Choice
18. District Response to Request for School Transfer, Public School Choice
19. District Response to School Transfer, Alternative to Public School Choice
20. District Confirmation of School Transfer, Public School Choice
21. District Parent Involvement Policy Meeting, Invitation to Participate
22. School Parent Involvement Policy Meeting, Invitation to Participate
23. Parent Participation Form for District Parent Involvement Policy Meeting
24. Parent Participation Form for School Parent Involvement Policy Meeting
25. School-Parent Compact
26. What Every Parent Should Know about the NCLB Act
27. Notice of School-Wide Title I Program Eligibility
28. Notice of Unsafe School
29. Request for School Transfer, Unsafe School
30. District Response to School Transfer, Unsafe School
31. Notice to Parent of Student Victim of a Violent Criminal Offense
32. Request for School Transfer, Student Victim of a Violent Criminal Offense
33. District Response to School Transfer, Violent Criminal Offense
34. District Confirmation of School Transfer, Unsafe School
35. Access to Student Information by Military or College Recruiters
36. Notice to Obtain Written Parental Consent for Military or College Recruiters
37. FERPA: Annual Notice of Student Education Record Privacy
38. FERPA: Annual Notice for Disclosure of School Directory Information
39. Notice of Educational Services for Homeless Children and Youth
40. Public Notice, Education Rights of Homeless Children and Youth
41. Verification of Annual Private School Consultation
42. Private School Title I Services, Identification of Provider

Federal law also requires parents to be informed of the district's current privacy policy and dates of any activities related to surveys.

**Other Parental Rights:** The rights of parents and guardians of district pupils include the rights identified below.

1. To observe in your student's classroom (upon reasonable notice).
  2. To meet with your student's teacher and the school principal (upon reasonable notice).
    1. To volunteer your time and resources at the school.
    2. To be notified on a timely basis if your student is absent from school without permission.
    3. To be notified concerning your student's classroom and standardized test performance.
    4. To request a specific school and teacher and to receive a response from the school district. (This does not obligate the school district to grant the request.)
    5. To have a safe learning environment for your student.
    6. To examine curriculum materials of your student's class.
    7. To be informed of your student's progress and appropriate school personnel to contact in the event of problems.
    8. To access student records for your student.
    9. To receive information concerning expectations for student learning.
    10. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
    11. To receive information about any psychological testing of your student and to deny permission for such testing.
    12. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
    13. To question, and receive an answer regarding, items in your student's record that appear inaccurate, misleading, or that invade privacy.
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## SCHOOL RECORDS AND ACHIEVEMENTS

**Access to Pupil Records:** As required by law, natural parents, adoptive parents or legal guardians, and pupils (age 16 or older or who have completed the 10th grade) are hereby notified of their rights to review all personally identifiable information maintained by the district; their rights to receive a copy of any or all records; and the right of parents with custody or of pupils age 18 or older to request the removal or correction of inaccurate, misleading, or inappropriate information, including the right to a hearing. Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. Please be aware, however, that when your student enrolls or intends to enroll in another district, the school will send his/her records to that district. Your student's records may be shared with school officials and employees, and any other persons connected with the school who have a legitimate educational interest and who may need them to perform his/her tasks.

Student records collected and maintained by the district are:

**Mandatory Permanent Pupil Records** are those records that schools have been directed to compile by California law and shall include legal name of pupil, date of birth, method of certification of birth date, sex of pupil, place of birth, name and address of parent of minor pupil, address of minor pupil if different, annual verification of the name and address of the parent and the residence of the pupil, entering and leaving date of each school year, subjects taken, number of credits toward graduation, verification of or exemption from required immunizations, and date of high school graduation or equivalent.

**Mandatory Interim Pupil Records** are those records that schools are required to compile and maintain for stipulated periods of time and include a record identifying those persons or organizations requesting or receiving information from the record, health information, participation in special education programs, language training records, required progress slips and/or notices, parental restrictions regarding access to directory information, parent or adult pupil rejoinders to challenged records and to disciplinary action, parental authorizations or prohibitions of pupil participation in specific programs, results of standardized tests administered within the preceding three years.

**Permitted Records** are those pupil records that districts may maintain for appropriate educational purposes and may include objective counselor and/or teacher ratings, standardized test results older than three years, routine discipline data, verified reports of relevant behavioral patterns, and all state requirements.

All pupil records except complete psychological reports and special education files are on file at the school of attendance and are maintained by the school principal. The psychological reports and special education files are located in the pupil personnel office and are maintained by the Executive Director of SELPA. No pupil record will be released except as provided in the law. An access log will be maintained in each pupil's record as required by law.

District employees and officials who have legitimate educational interest in a pupil's record shall have access to those records. A legitimate educational interest arises when the person requires access in order to carry out that person's assigned duties and responsibilities. Information obtained by reviewing pupil records shall be disclosed only to other district employees who have a legitimate educational interest in those same records.

The procedures for reviewing and expunging records are contained in Board Policy 5125, Student Records. The policy is available in the schools and the District Office.

Parents shall be provided access to pupil records within five working days of request. Students 16 years of age or older shall be accorded the same rights. Full disclosure of the records shall be made and no portion may be withheld.

Following an inspection and review of a pupil's record, the parent may challenge the content of the record as follows:

The parent of a pupil may file a written request with the Superintendent of the district to correct or remove any information recorded in the written records concerning the student which is alleged to be: 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside of the observer's area of competence, or 4) not based on the personal observation of a named person with the time and place of observation noted.

Within 30 days of receipt of such request, the Superintendent or designee shall meet with the parent and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the school district. The Superintendent shall then sustain or deny the allegations.

If the Superintendent denies any or all of the allegations and refuses to order the correction or the removal of the information, the parent may, within 30 days of the refusal, appeal the decision in writing to the Board of Trustees of the school district.

Within 30 days of receipt of such an appeal, the Board of Trustees shall, in closed session with the parent and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the school district, determine whether or not to sustain or deny the allegations.

If the Board of Trustees sustains any or all of the allegations, it shall order the Superintendent to immediately correct or remove and destroy the information from the written records of the pupil. The decision of the Board shall be final.

The District has designated the following as directory information: pupil's name, address, telephone number, electronic mail address, photograph, date and place 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 previous public or private school attended by the pupil. Directory information may be released only to: parent organizations, employers or potential employers

including the Armed Forces, news media, and public or private schools and colleges. The parent or eligible pupil has the right to withhold the release of directory information by giving written notification to the official of the school where pupil attends. The school official must receive this notice within two weeks from the opening day of school. If the pupil is new to the district, notification must be received by the school official within two weeks from the date the pupil enters class.

The pupil record from the pupil's previous school of attendance is requested at the time of registration in this district. Parents have the right to review the record, to receive a copy, and to challenge the content as provided by law.

Finally, a parent has the right to file a complaint with the United States Department of Health, Education, and Welfare concerning an alleged failure by the District to comply with the law as related to pupil records. For further information or assistance contact the Galt Joint Union High School District Superintendent's Office at 209-745-0249 or the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

**School Accountability Report Cards:** The School Accountability Report Card is available on request and is accessible at the following Internet site: [www.ghsd.k12.ca.us](http://www.ghsd.k12.ca.us). This contains information about the district regarding the quality of the district's programs and its progress toward achieving stated goals.

**Standardized, Norm-Referenced Achievement Tests:** The district is required to report each pupil's individual score, in writing, to the pupil's parent or guardian. The district invites parents to contact appropriate school personnel for further explanation or information regarding how the parent or guardian can best assist the school and the pupil in improving the pupil's performance.

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### **SCHOOL RULES/DISCIPLINE**

**Dress Code:** Students will wear clothing appropriate for the promotion of an effective educational program that provides for student safety and health and avoids distraction to the educational process. A student found in violation of the school dress and appearance code standards shall be dealt with in one of the following ways: 1. The school will call the parents to bring an appropriate garment for the student to change into; or 2. The school will loan the student an appropriate garment (if available) to wear in place of the prohibited garment. Loaned garments must be laundered and returned the next school day; or 3. The student will call the parent to pick up the student. Detailed information regarding the schools' dress code is contained in the Student Handbook.

**Parent Responsibility:** Parents or guardians are liable for all the damages caused by the willful misconduct of their minor student which results in death or injury to other students, or to school personnel, or damage to school property. They are also liable for any school property loaned to the minor student and willfully not returned. Following due process procedures, the school district may withhold the grades, diplomas, or transcript of the student responsible until such damages are paid, or the property returned, or until completion of a voluntary work program in lieu of payment of monetary damages. If your student commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your student's classroom.

**Pupil Discipline:** The student behavior code, rules for classroom conduct, and discipline policy were developed through the cooperative efforts of Board, administrators, teachers, and guidance personnel. Students are expected to cooperate and to treat with respect ALL adults and students on campus. Behavior that could be harmful to others or that disturbs the normal conduct of school or classes is unacceptable. Each student will be informed of the rules at the beginning of each school year. Copies of the behavior code and discipline policy are available for parents to read in the school offices and are summarized below.

The disciplinary response hierarchy, in general, is the following: staff disapproval, parent contact, conferences with pupil/parent/staff, detention/school improvement projects/in-school suspension, and suspension/expulsion/referral when appropriate.

The above disciplinary responses are applied for such actions as the following: tardiness, truancy, and leaving campus without permission; lack of respect, defiance of authority, verbal abuse of staff, profanity, vulgarity; and classroom disturbance, unacceptable bus conduct, forgery, and smoking.

The hierarchy of disciplinary responses to more serious offenses is the following: parent contact, suspension, and referral to appropriate agencies.

The above disciplinary actions are administered for such offenses as the following: stealing, theft; alcohol possession or under the influence; drug/narcotic possession or under the influence; fighting, and hazing.

A pupil may be suspended from school or recommended for expulsion when it is determined that the pupil has committed sexual harassment or caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Additionally, a pupil enrolled in any of grades 9 to 12, inclusive, may be suspended from school or recommended for expulsion when it is determined that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

State law mandates that a principal shall recommend expulsion, or make a report as to why expulsion is not appropriate, and may suspend on the first offense for the following acts: causing, attempting to cause, or threatening serious injury to another person, or willfully using force or violence upon the person of another, except in self defense; possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity; unlawful possession of any controlled substance, as defined in Sections 11053-11058 of the Health and Safety Code, except for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; robbery, extortion; assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

California Education Code mandates expulsion of students for possession of a firearm, brandishing a knife, sale of controlled substances, sexual assault, and possession of an explosive. Federal law mandates no less than a one-year expulsion for students who bring a firearm to school, unless the superintendent or designee modifies on a case-by-case basis.

**New Additions To List of Student Discipline Matters:**

1. Selling or offering to sell the prescription drug Soma is now prohibited.
2. The prohibition against damaging school property has been extended to cover electronic files and databases.
3. The prohibition against harassing fellow students has been extended to protect school personnel.

**Student Conduct:** The Board of Trustees believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program.

**Release of Student to Peace Officer:** When a school official releases a minor pupil from school to a peace officer for the purpose of removing the minor from the school premises, the school official shall immediately notify the parent, guardian, or responsible relative of the minor, except when a minor has been taken into custody as a victim of suspected child abuse. In those cases, the district shall provide the peace officer with the address and telephone number of the parent. The peace officer shall notify the parent or guardian.

**Student Search:** The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

**Student Sexual Harassment:** Students in grades 9 through 12 may be suspended or expelled for sexual harassment. The district's policy on student sexual harassment can be found in the Board Policy Manual at the District Office.

**Tattooing or Body Piercing:** It is a misdemeanor to tattoo or offer to tattoo a person under the age of 18. It is an infraction of the law to perform or offer to perform body piercing on a person under the age of 18, except in the presence of, or as directed by a notarized writing signed by the parent or guardian. This does not include ear piercing. (Penal Code §§19.8, 652, 653)

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**SEX EDUCATION**

**Instruction in AIDS Prevention:** School districts are required by law to ensure that all pupils in grades 7 through 12 receive AIDS prevention instruction from trained instructors in appropriate courses. Each pupil shall receive the instruction at least once in junior high or middle school and once in high school. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use are the most effective means for AIDS prevention. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision making skills to avoid high-risk activities. The instructional materials related to this instruction are available for your inspection. If you do not want your student to receive this instruction, you may submit that request in writing to your school principal.

You have a right to request copies of Education Code Sections 51201.5 and 51553 from the district. Copies of these statutes are on file in the superintendent's office. These statutes permit parents, or guardians, to excuse students from AIDS prevention instruction. The law also provides that any time an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction, or any time an assembly is held to deliver

AIDS prevention instruction, the parents must be notified. The notice must be mailed at least 15 days before the instruction is delivered. The notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker and information about parent's right to receive copies of the statutes relating to AIDS prevention. Under the new law, a pupil shall not be subject to disciplinary action, academic penalty, or other sanction if a parent withholds the pupil from the instruction. Also, during the time of the instruction an alternative educational activity shall be made available to pupils whose parents have requested that they not receive instruction.

**Sex Education:** Parents are notified in advance when their child is to participate in a course in which venereal disease prevention and/or reproductive organs and their functions are described, illustrated, or discussed. Parents may review pertinent written or audio-visual materials prior to the course. Written consent is not required, but written objection for personal or religious reasons will be honored and the pupil will be given another assignment. These restrictions do not apply to words and pictures in any science, hygiene, or health textbook.

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**STUDENT SERVICES**

**Services to Disabled Pupils:** The district will provide special education services or provide the opportunity for students to attend county-operated special education classes. If you have reason to believe that your student (ages 0-21 years) has a disability that requires special services or accommodations, bring this to the attention of the school office. Your student will be evaluated to determine whether he/she is eligible for special instruction or services.

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## TITLE X, PART C OF NO CHILD LEFT BEHIND

The McKinney-Vento Homeless Education Assistance Improvement Act of 2001, **Title X, Part C of the No Child Left Behind ACT** provides educational rights for students who lack a fixed, regular and adequate night time residence and applies to children and youth who are:

- Sharing the housing of others due to loss of housing or economic hardship
- Living in a motel, hotel, trailer park, campground due to lack of alternative accommodations
- Living in emergency or transitional shelters
- Abandon in hospitals
- Awaiting foster care placement
- Living in a public or private place not designed for humans to live
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or a similar setting
- Migratory children living in the above circumstances
- Unaccompanied youth living in the above circumstances

**Children and Youth have the right to:**

- Immediately enroll in school with or without the proper documentation or immunization record
- Remain in their school of origin
- Transportation to and from their school of origin
- Enroll without a permanent address or proof of residency
- Not be segregated or stigmatized due to their housing status

All school districts are required to have a designated liaison to ensure that children experiencing homelessness receive education services. Galt Joint Union High School District Homeless Ed. Liaison can be reached at (209)745-2167.

**Responsibilities of the Homeless Education Liaison include:**

- Identifying homeless children and youth
- Ensuring that homeless students can enroll immediately and participate fully in school
- Informing parents, guardians, or youth of educational rights
- Supporting unaccompanied youth in school selection and dispute resolution
- Linking homeless students with educational and support services
- Providing school supplies and transportation resources to students
- Ensuring public posting of educational rights throughout the district and community
- Ensuring that disputes are resolved promptly
- Collaborating with other district programs and community agencies

Reference to the GJUHS D Homeless Education Board Policy can be accessed at [www.ghsd.k12.ca.us](http://www.ghsd.k12.ca.us). Or ask the Homeless Ed. Liaison for assistance.

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July, 2011

To: Parents of Galt Joint Union High School District Students

From: Galt Joint Union High School District

Re: **Access to Student Information by Outside Organizations**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Galt Joint Union High School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's education records. However, the Galt Joint Union High School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Galt Joint Union High School District to include this type of information from your student's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the Galt Joint Union High School District to disclose directory information from your student's education records without your prior written consent, you must notify the District by filling out the form on the back of this letter, and mail it to Galt High School. The Galt Joint Union High School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the following information: Student's name, Address, Electronic mail 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 Most recent previous school attended.]

If you do not wish to have the directory information of your son and/or daughter released to outside organizations, please fill out the form below, and mail this entire letter, no later than 30 days from the date of this letter, to: Galt Joint Union High School District, Attention: Superintendent/Student Directory Information, 12945 Marengo Road, Galt, CA 95632.

As the Parent of \_\_\_\_\_ I do not wish to have any student  
(printed name of student)

directory information released to any outside organizations regarding my son, and/or daughter.

Effective on this date of \_\_\_\_\_.

\_\_\_\_\_  
(Printed Name of Parent)

\_\_\_\_\_  
(Parent Signature)

# **Galt Joint Union High School District Student Technology Acceptable Use Policy**

## **1.0 Overview**

It is the goal of the Galt Joint Union High School District to provide quality educational experiences for all students. To this end, the District provides a variety of instructional tools and resources for students and staff. The use of technology in today's world is essential if we want to ensure that our students are competitive as they prepare for their post-secondary education and/or the workforce. In providing these resources, the District intends that technological resources provided by the District be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning. (Board Policy 6163.4 (a)). The District employs a number of safeguards to ensure that Internet and computer usage is appropriate.

## **2.0 Purpose**

The purpose of this policy is to outline the acceptable use of Technology equipment at Galt Joint Union High School District. These rules are in place to protect students and Galt Joint Union High School District. Inappropriate use exposes Galt Joint Union High School District and Students to risks including but not limited to virus attacks, compromise of network systems and services, and legal issues.

## **3.0 Scope**

This policy applies to all equipment that is owned or leased by Galt Joint Union High School District.

## **4.0 Policy**

### **4.1 General Use and Ownership**

1. While Galt Joint Union High School District's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District systems remains the property of Galt Joint Union High School District. Because of the need to protect Galt Joint Union High School District's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Galt Joint Union High School District.
2. For security and network maintenance purposes, authorized individuals within Galt Joint Union High School District may monitor equipment, systems and network traffic at any time.
3. Galt Joint Union High School District reserves the right to audit networks, systems and users on a periodic basis to ensure compliance with this policy.

### **4.2 Security and Proprietary Information**

1. If a student is assigned a unique user account, keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and any events that are associated with the account.
2. If a student is in a computer lab, student is required to sign in on a sign-in sheet indicating which computer they will be responsible for the duration of use. Student is responsible for any events that are associated with the computer that student was assigned.

### **4.3. Unacceptable Use**

The following activities are, in general, prohibited. Student may be exempted from these restrictions during the course of their legitimate scholastic responsibilities. Under no circumstances is student of Galt Joint Union High School District authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Galt Joint Union High School District-owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

### **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Galt Joint Union High School District.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of

any copyrighted software for which Galt Joint Union High School District does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others.
6. Using a Galt Joint Union High School District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Galt Joint Union High School District account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Executing any form of network monitoring which will intercept data not intended for the student.
10. Circumventing user authentication or security of any host, network or account.
11. Interfering with or denying service to any user.
12. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's access to computer, via any means, locally or via the Internet/Intranet/Extranet.
13. Providing information about, or lists of, Galt Joint Union High School District student or students to parties outside Galt Joint Union High School District with out prior approval by school officials.
14. Installing any software or peripherals.

#### **Email and Communications Activities**

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam) through School Loop.
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages through School Loop.
3. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type through School Loop.
4. No personal outside email access is permitted. (Hotmail, Yahoo mail, etc)

#### **5.0 Enforcement**

Any student found to have violated this policy may be subject to disciplinary action, up to and including expelled from school.

The Galt Joint Union High School District requires that Parents/Guardians acknowledge their responsibility to grant their student's use of Technology and Internet access provided by the Galt Joint Union High School District. Additionally, the District requires written verification that Parents/Guardians have read this entire "Acceptable Use Policy". We appreciate your support in discussing this "Acceptable Use Policy" with your student. Once you have reviewed this information, please fill out and sign the attached form indicating that you have read this document, and indicating the status of your student's use of the school's technology. Please then return the form to the school, where it will be kept on file.

Sincerely,

*Daisy Lee*

Dr. Daisy Lee  
District Superintendent

**Galt Joint Union High School District  
Student Technology Acceptable Use Policy  
“ACCEPTABLE USE POLICY”**

I \_\_\_\_\_ acknowledge receiving and reviewing the  
Parent/Guardian Name (print)

“Acceptable Use Policy” and hereby allow \_\_\_\_\_  
Student Name (print)

\_\_\_\_\_ Full Permission (Allows use of Internet resources available to students)

\_\_\_\_\_ Restricted Permission (Allows use of Internet only when part of a class assignment)

\_\_\_\_\_ No Permission (Student is not allowed use of Internet at school)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

---

**For Office Use:**

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

Student Grade Level: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

GALT JOINT UNION HIGH SCHOOL DISTRICT

Parent Acknowledgment

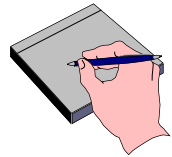
Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment. Please complete this form and return it to the school with your student(s).

U U U U U

By signing below, I am neither giving nor withholding my consent for my student(s) to participate in any programs; I am merely indicating that I have received and read the "2011-12" Rights and Responsibilities Handbook" regarding my rights relating to activities that might affect my student(s).

Please fill out and sign the form, cut along the dotted line, and return the form to your child's school

\_\_\_\_\_  
Signature of Parent/Guardian



\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student(s)

\_\_\_\_\_  
Printed Name of Student(s)