

**TAMALPAIS UNION HIGH SCHOOL DISTRICT
PARENTAL ANNUAL NOTICE
2007-2008 SCHOOL YEAR**

The attached notice is required by California law. Please sign below to acknowledge that you have been informed of the rights in the notice. Detach this page, and return to your school when your child picks up the schedule of classes. A separate notice must be signed by the parents for each child enrolled in the Tamalpais Union High School District. The signed notice will be filed in the student's cumulative file. The emergency card also must be returned at the same time.

Student Name: _____ Student Signature: _____

School Name: _____ Grade _____ Student's Date of Birth: _____

I acknowledge receipt of the 2007-2008 Parental Annual Notice.

Signature of Parent/Guardian: _____ Date: _____

****MANDATORY**
PLEASE SIGN AND RETURN
THIS FORM & THE EMERGENCY CARD
WHEN YOUR CHILD PICKS UP THE SCHEDULE OF CLASSES.**

California Healthy Kids Survey

The California Healthy Kids Survey is designed to promote better health among our community's youth and will be administered in October to students in grades 9 and 11. The survey has also been approved by the Department of Alcohol and Drug Programs, Office of the Attorney General, Department of Health Services and is required as part of the federal No Child Left Behind legislation. The survey is anonymous, confidential and voluntary. Your child's privacy is protected. No names will be recorded or attached to the survey. The survey will gather information on health-risk behaviors such as physical activity, nutritional habits, tobacco, alcohol and other drug use, violence, gang membership and delinquency. There are no questions about family values. If you would like to examine the questionnaire, please contact the Director of Instruction at 945-3727. The survey will be available in school offices by mid-September. The survey is being conducted by WestEd, a public, non-profit educational institution.

Parents/guardians who do not want their child to participate in the survey should indicate so below.

I do not give my permission for my 9th and/or 11th grader to participate in the California Healthy Kids Survey.

School Handbook

As one of the Tamalpais Union High School District's cost savings measures, the Parent/Student Handbook is now online at www.tamdistrict.org or on the school's website. The principal's office also has Parent/Student Handbooks. Please note if you would like a Handbook, you may request it from your school.



TAMALPAIS UNION HIGH SCHOOL DISTRICT

PARENTAL ANNUAL NOTICE 2007-2008 SCHOOL YEAR

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

A. Student Discipline and Attendance. You have the right as a parent/guardian:

1. To obtain a copy of the Governing Board's rules and regulations on student discipline. (Education Code § 35291.)
2. To be informed that you may be required to attend your child's class if he or she is suspended for unruly or disruptive conduct. (Education Code §§ 48900.1, 48914.)
3. To request information about enrollment in alternative schools. (Education Code § 58501.)

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 desire to learn.
- c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- d) Maximize the opportunity for teachers, parents, and student to develop cooperatively the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e) Maximize the opportunity for the student, teachers, and parents to react continuously 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 the 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.

Further, a copy of the notice shall be distributed to each teacher of the district before March 1 of each year and copies shall be posted in at least two places normally visible to pupils, teacher, and visiting parents in each attendance unit for the entire month of March in each year.

4. To excuse a child from school to attend religious exercises or classes upon written notice. Such absences shall not exceed four school days per month. An excused child must nevertheless maintain his or her attendance at the minimum level of school days required for his or her grade. (Education Code § 46014.) (BP & AR § 5113c.)
5. To excuse your child from school for justifiable personal reasons upon written notice and approval by the principal or designated representative. Personal reasons may include, but are not limited to the following reasons: attendance at a religious retreat, not to exceed four hours per semester; the observance of a religious holiday or ceremony; appearance in court; attendance at a funeral service; employment interview; college visitations; bereavement; and other justifiable personal reasons authorized by the school. (Education Code § 48205.) (BP & AR § 5113e.)

No student may have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Education Code §48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Education Code § 48205 reads as follows:

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 - (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 - (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 - (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."
6. To be informed that the Governing Board of the Tamalpais Union High School District, pursuant to section 44808.5 of the Education Code, has decided to permit the students enrolled in its high schools to leave their respective school grounds during the lunch period. Education Code § 44808.5 further states that neither the District nor any officer or employee thereof will be liable for the conduct or safety of any high school student during such time as the student has left the school grounds. (Education Code § 44808.5.)
7. To receive the District's written policy on sexual harassment as it relates to students. (Education Code §§ 231.5, 48980(g).) Copy attached for your review.

Board Policy §5145.7 Sexual Harassment (Copy enclosed)

The Board of Trustees prohibits unlawful sexual harassment of or by any student by anyone in or from the District, including student sexual harassment of a staff member.

8. To receive notification of all current statutory attendance options and local attendance options. If you would like to receive this information, please request it from the Superintendent's office at (415) 945-3720. (Education Code § 48980 (h) & (i).)

INTERDISTRICT ATTENDANCE - BP and AR §5117

All interdistrict attendance agreement requests, either into or out of the District, shall be approved or denied by the Superintendent or designee, acting for the Board. Appeals may be made to the District Board of Trustees and thereafter, to the Marin County Board of Education. For further information contact: Superintendent's secretary, (415) 945-3720.

INTRADISTRICT TRANSFER - OPEN ENROLLMENT / BP § 5116 COMPELLING NEED / BP § 5116.1

For further information contact: Superintendent's secretary, (415) 945-3720.

9. To receive a schedule of minimum days and student-free staff development days for the academic year. (Education Code §48980(c).) (Copy of schedule for 2007-2008 is enclosed.)
10. To apply for enrollment of your child in a district in which you are employed; however, the district may have the right to deny the application under certain conditions. (Education Code § 48204(b).)

B. Student Health. You have the right as a parent/guardian:

1. To be informed that school authorities will notify students in grades 7-12 that they may be excused from school for the purpose of obtaining confidential medical services without your consent. (Education Code § 46010.1.)
2. To be informed that your child must be immunized against certain diseases before being admitted to school, unless exempted for medical or religious reasons. Immunizations should be received from your student's usual source of medical care, or if no usual source exists, from the County Health Department. (Education Code §48216.)
- * 3. To consent to the immunization of your child whenever the immunization of children is permitted at the District. (Education Code § 49403.)
4. To request assistance in administering medication to your child during school hours. Such assistance requires your written authorization and that of a physician or surgeon detailing the method, amount, and time schedules for taking the medication. (Education Code §§ 49423, 48980, and 5 C.C.R. §§ 600-611.)
5. To provide a written statement to the school district allowing your child to carry and self-administer auto-injectable epinephrine and/or inhaled asthma medication. A physician's statement confirming that your child is able to self-administer the medication and detailing the name of the medication, the method, amount and time schedules for administration must also accompany the request. The parent, foster-parent or guardian must also: (1) consent in writing to the self-administration, (2) provide a release for the school nurse or other designated school personnel allowing them to consult with the student's physician and (3) agree to release the district and school personnel from civil liability in the event of an adverse reaction to the medication. These written statements must be provided to the school at least annually or more frequently if the medication, dosage, frequency of, or reason for, the administration changes. (Ed. Code §§ 49414, 48980, 49423, and 49423.1.)
6. To exempt your child from any physical examination upon your written notification. However, where there is good reason to believe that your child is suffering from a recognized contagious or infectious disease, your child will be sent home and will not be permitted to return until school authorities are satisfied that a contagious or infectious disease does not exist. (Education Code § 49451.)
7. To purchase insurance for medical and hospital services for your child's injuries while participating in athletic activities since the District does not provide such medical and hospital services. (Education Code § 49471.)
8. To be informed of your obligation to notify appropriate school personnel (e.g., school nurse or designated employee) of your child's continuing medication regimen for a non-episodic condition. With your consent, the school nurse may communicate with your child's physician and may counsel school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. (Education Code § 49480.)
9. To obtain information and apply for participation in the Free and Reduced Lunch Program offered by the District to provide nutritional meals to needy students. (Education Code § 49510 et seq.)

C. Student Records. You have the right to as a parent/guardian:

1. To be reasonably notified of the availability of the following specific information:

- (a) The types of student records and information contained in student records which are directly related to students and maintained by the school.
- (b) The position of the official responsible for the maintenance of each type of student record.
- (c) The location of the log or record required to be maintained pursuant to Education Code section 49064.
- (d) The criteria to be used by the District in defining “school officials and employees” and in determining “legitimate educational interest” as used in Education Code sections §§ 49064 and 49076(a)(1).
- (e) The right of the parent to consent to disclosure of personally identifiable information contained in your child's records, except to the extent disclosure without consent is permitted by law (e.g., court order). (Ed. Code §§ 49073 et seq.)
- (f) The policies of the school for reviewing and expunging student records.
- (g) The right of the parent to access to student records.
- (h) The procedures for challenging the content of student records, including absences.
- (i) The cost, if any, which will be charged to the parent for reproducing copies of student records.
- (j) The categories of information which the school has designated as directory information pursuant to Education Code Section 49073. **Certain entities, such as military recruiters and institutions of higher education, are authorized under federal law to access student directory information unless the parents request in writing that the student’s name, address, and telephone number not be released without prior written consent. Any request to withhold directory information must be received by the school within 30 calendar days from this notice.** (20 U.S.C.§§ 1232(g), 7908; 34 CFR § 99.37(a)(3).)
- (k) Any other rights and requirements set forth in Education Code Chapter 6.5, Section 49060 et seq., and the right of the parent to file a complaint with the U.S. Department of Health, Education, and Welfare concerning an alleged failure by the District to comply with the provisions of Section 438 of the General Education Provisions Act (20 U.S.C.A. 1232g).

The above information regarding student records can be obtained by requesting a copy of Board Policy and Administrative Regulations 5125. (Education Code § 49063.)

- 2. **Transfer of Suspension and Expulsion Disciplinary Records.** The District will forward student records, including suspension and/or expulsion disciplinary records, to other schools that have requested the records and in which the student seeks or intends to enroll. (FERPA, 34 Code of Federal Regulations (C.F.R.) Part 99.7 and 99.34(a)(ii).)

D. Student Instruction. You have the right as a parent/guardian:

- 1. To substantiate your child’s moral objection to dissecting, destroying or otherwise harming animals as part of an education project. Teachers of courses utilizing dead animal parts will inform students of their right to object to participate in a particular project involving the harmful or destructive use of animals. Your written note attesting to your child’s objection may, at the teacher’s option, entitle your child to participation in an alternative education project or to be excused from the project altogether. (Education Code § 32255, et seq.)
- 2. To have your child with a temporary disability receive individual instruction if attendance at school is impossible or inadvisable and to be informed of your obligation to notify the District of your child’s presence in a qualifying hospital. Individual instruction may be provided at your child’s home, in a hospital or other residential health facility. (Education Code §§ 48206.3, et seq., 48208.)

To be informed that a student with a temporary disability who is in a hospital which is located outside of the school district where the parents or guardians reside, shall be deemed to have complied with the residency requirements for school attendance in the school district where the hospital is located. Once the parent has notified the district in which the hospital is located of the student’s presence in the qualifying hospital, that district has five (5) working days to notify the parent if individualized instruction shall be made available. If the determination is positive, individualized education shall commence within five (5) days. (Education Code §§ 48207, 48208.)

- 3. To be informed of District programs for students with exceptional needs, including your right to have your child placed in an “appropriate” program, and to be consulted about the assessment and placement of your child. Students with exceptional needs have a right to a free appropriate public education. (Education Code § 56000 et seq.)

- * 4. To be informed, in writing, of comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors planned for the coming year. AIDS Education will take place in the Social Issues and Human Sexuality courses. The course content shall include the nature of AIDS and its effect on the body, information on its transmission and high risk behavior, methods to reduce the risk of contracting AIDS including abstinence from high risk behavior and contraceptive devices, discussion on public health issues associated with AIDS, information on local resources for HIV testing and medical care, development of refusal skills to assist students in overcoming peer pressure and using effective decision-making skills to avoid high risk activities, and discussion of societal views of AIDS including stereotypes and myths with emphasis on compassion for persons suffering from debilitating handicaps and terminal diseases such as AIDS.

To inspect the written and audio visual education materials used for this instruction and to request a copy of Education Code sections 51930-51939. To be informed whether this instruction will be taught by school district personnel or by outside consultants. To request in writing that your child be excused from all or part of any comprehensive sexual health education, HIV/AIDS prevention education or assessments related to that education. This notice does not apply to human reproductive organs which may appear in physiology, biology, zoology, general science, personal hygiene, or health textbooks, adopted pursuant to law. (Education Code §§ 51937, 51938 and 51939.)

- 5. To have a conference scheduled when a teacher has determined and informed you that your child is in danger of failing a course. (Education Code § 49067.)
- * 6. To be notified in writing that a test, questionnaire, survey or examination is to be administered to your child containing questions about his or her, or your, personal beliefs and practices in sex, family life, morality and religion, and the right to not have such test, questionnaire, survey or examination administered to your child unless you give written permission. (Education Code § 51513.)

To be notified in writing that a test, questionnaire, survey or examination is to be administered to your child containing questions about his or her, or your: political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, lawyer, physician, minister, critical appraisals of individuals with whom you have close family relationships and income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). You have the right to request that such test, questionnaire, survey or examination not be administered to your child. (20 U.S.C. 1232h(b) & (c)(2).)

To inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation. (20 U.S.C. § 1232h(a).)

- 7. To be informed of the availability of state funds to cover the costs of advanced placement examination fees pursuant to Education Code § 52244. (Education Code § 48980(k).)
- 8. Teacher Qualifications - To request information regarding the professional qualifications of your child's teacher. (No Child Left Behind Act, 20 U.S.C. § 6311(h)(6).)
- 9. To be informed of school rules, including disciplinary rules and procedures, attendance, retention and promotion policies, dress codes, and procedures for visiting schools. This information is available in the District Handbook available at each school site or on the District's website at <http://www.tamdistrict.org>. (Education Code §§48070.5, 51101.)
- 10. To review the prospectus of school curriculum which details the curriculum, including titles, descriptions, and instructional aims of every course offered by the school. (Education Code §§ 49063, 49091.14; 20 U.S.C. §1232h(c) and (d).)
- 11. **Excuse from Instruction on Religious (Moral) Grounds.** To request in writing that your student be excused from any part of a school's instruction in health which conflicts with your religious training and beliefs. (Ed. Code § 51240.)

E. High School Exit Exam

You have the right as a parent/ guardian to be informed that commencing with the 2007-2008 school year, and each school year thereafter, each student completing 12th grade will be required to successfully pass the high school exit examination. (Ed. Code §§ 48980(e), 60850 et seq.) Passing the examination is a condition of graduation. Parents will receive notice of the exam date, the requirements for passing, and information concerning the consequences of not passing the exam. This graduation requirement was authorized by the California Legislature in 1999 by Senate Bill 2.

The HSEE will be administered in the Spring of each academic year on specific testing dates to be designated by the State Superintendent for Public Instruction. Results of the HSEE will be returned to students within eight weeks of each administration.

Students must pass all portions of the HSEE to receive their high school diploma. Students will have many opportunities to retake any portion of the exam not previously passed. The District will provide supplemental instruction aligned to the state content standards to assist students who do not pass the test. The District will also provide summer school programs for students who need additional assistance, including summer school for seniors who do not pass all portions of the exam.

F. Miscellaneous

1. Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin, or sex in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. Any questions or concerns concerning noncompliance can be directed to your school principal. (34 CFR §§ 100.3, 100.6, 106.9) The Board of Trustees designates the Director of Personnel Services, Tamalpais Union High School District, P.O. Box 605, Larkspur, CA 94977, (415) 945-3723 as the Coordinator for Nondiscrimination in Employment and for Title IX.

Student's Nondiscrimination - Board Policy and Administrative Regulation 5145.3

District programs and activities shall be free from discrimination with respect to actual or perceived sex, gender, age, race, color, religion, national origin, ethnic group, marital or parental status, sexual orientation, and physical or mental disability, or because a person is perceived to have one or more of the above characteristics or because a person associates with a person or group with one or more of these actual or perceived characteristics. The Board of Trustees shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities. Separate arrangements may be made for students according to sex in order to protect modesty in shower rooms and sex instruction to adjust grading standards in physical education and athletic competition, or to accommodate the special needs of moral groups, drill teams, cheerleaders and the like. School staff and volunteers must be especially careful to guard against unconscious sex discrimination and stereotyping in instruction, guidance and supervision.

Title IX - Discrimination on the basis of sex in any program or activity of this district is not to be permitted. All district employees are required to comply with all provisions of this policy and the Title IX amendments of 1972.

2. Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act prohibit discrimination against qualified handicapped persons in federally financed education programs or activities. The District does not discriminate in admission or access to its programs or activities. Please contact the Director of Student and Instructional Services, the District 504 Program Coordinator, with any questions: Tamalpais Union High School District, P.O. Box 605, Larkspur, CA 94977, (415) 945-3727. (34 CFR § 104.8; 28 CFR §35.106.)
3. Title 5 of the California Code of Regulations requires districts to adopt and provide Uniform Complaint Procedures to address complaints alleging unlawful discrimination or failure to comply with state or federal laws or regulations governing educational programs. To assist you with questions regarding your rights copies of the District's complaint process, contact the District Superintendent's office. Complaints must be filed in writing with the District Superintendent and the State Department of Education. (CCR, Tit. 5, § § 4600 et seq.) (Copy of policy enclosed.)

4. Teacher Vacancies or Misassignments / Facilities in Need of Cleaning or Repair / Instructional Materials Deficiencies - You may file a complaint (anonymously, if you wish) with the principal or designee at the site where a problem exists. (See attached complaint form.) (Ed. Code § 35186.)
5. You may request a copy of the School Accountability Report Card which is issued annually for each school of the District. Copies of the School Accountability Report Cards are available on the District's website at <http://www.tamdistrict.org>. (Education Code § 35256.)
6. You may request to review the complete updated management plan for asbestos containing material in each school building. (40 CFR § 763.93) In 1987 the Asbestos Hazard Emergency Response Act (AHERA) was signed into law by President Reagan. Since the enactment of the AHERA, all schools nationwide are required to take comprehensive action relative to asbestos in their buildings. These actions include inspections by Environmental Protection Agency (EPA) accredited inspectors, the assessment of conditions and potential exposure of asbestos materials and the posting of warning labels.

The Tamalpais Union High School District has taken an aggressive step toward the protection of human health in the implementation of its AHERA compliance program. The program, designed by University Associates, Ltd. and put into action by the District, exceeds the requirements of the AHERA and sets an example to be followed by school districts nationwide.

If you are interested in reviewing the management plan for your high school, please contact the Assistant Principal during the school year. He/she would be happy to meet with you to discuss any questions you might have after reviewing the plan.

7. Pesticide Use. In accordance with the requirements of the Healthy Schools Act of 2000 the District is required to notify parents of all pesticides the District expects to apply during the year. It is the District's current policy to use non-chemical methods for pest control. However, in the event that it becomes necessary for the District to use pesticides, a list of pesticide products expected to be applied will be available upon request. If you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school, please contact the Assistant Superintendent, Administrative Services, at the Tamalpais Union High School District Office at (415) 945-3710. For additional information regarding pesticides and pesticide use, please visit the web site for the State of California's Department of Pesticide Regulation at <http://www.cdpr.ca.gov>. (Education Code 48980.3, 17612.) (A copy of Board Policy § 3514 is enclosed.)
 8. As a recipient of federal Title I funds, under the No Child Left Behind Act, parents of students participating in programs or activities supported by the Title I funds have the right to participate in the development of parent involvement policies by the District and by individual schools that receive Title I funds. For information about parent involvement policies, please contact Carol Eber, Director of Instruction and Student Services, at (415) 945-3727. (20 U.S.C. § 6318.)
 9. As a receipt of federal funds for participation in the Safe and Drug-Free Schools Program, under the No Child Left Behind Act, parents have the right to be informed of the District's efforts to prevent student violence and drug use and the right to participate in the District's efforts to prevent violence and drug use by students in the District. Parents also have the right to information regarding the content of programs or activities undertaken by the District to deter violence and drug use and parents have the option to withdraw their student from participation in such programs or activities. (20 U.S.C. §§ 7116(b), 7163.)
- * Additional information, policies or notices will be provided when such activity takes place or before the particular subject is taught.

FOR any of the policies referred to in this Notice,
 please go to www.gamutonline.net
 Username = tamalpais
 Password = public