

YOUR RIGHTS & RESPONSIBILITIES

as an Employee, Student, Parent or Guardian, Advisory Committee

Member, Private School Official, and Other Interested Party

Of A Child in California Public Schools, 2010-11

Ceres Unified School District

Scott Siegel, Superintendent

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Parent Notice Of Rights And Responsibilities

The State of California requires that parents be notified of their rights and responsibilities in certain matters pertaining to their children's education. This Notice informs you of your rights and responsibilities under the applicable sections of the Education Code.

- 1. Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. (Ed. Code § 46014)
- 2. Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** You may request in writing that your child not receive comprehensive sexual health education or HIV/AIDS prevention education. Parents may inspect the written and audio-visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. You have a right to request that the District provide you with a copy of Education Code section 51938, the State law on this subject.

You will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction as to the date of such instruction and whether the instruction will be taught by district personnel or by outside consultants. If outside consultants are used, the name of the organization of each guest speaker will be identified. You have a right to request that the District provide you with a copy of Education Code sections 51933 and 51934, the State law on this subject.

- 3. Administration of Medication:** Medication prescribed by a physician for a child may be administered during the school day by a nurse or other designated school personnel, or self-administered by the child if prescription auto-injectable epinephrine, but only under detailed written instruction and written request of the parent. (Ed. Code §§ 49403, 49480, 49423) Forms for administering medication may be obtained from the school secretary.
- 4. Students on Medication:** Parents are to notify the principal if their child is on continuing medication. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code § 49480)
- 5. Immunizations:** Immunization for communicable disease may be consented to in writing by a parent, for a licensed physician and surgeon, or nurse acting under the direction of such, to administer. (Ed. Code § 49403)
- 6. Physical Exams:** The District is required to conduct certain physical examinations and vision, hearing and scoliosis testing of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized

contagious or infectious disease. (Ed. Code §§ 49451, 49452, 49452.5 and 49455, Health & Safety Code § 124085)

7. **Confidential Medical Services:** For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code § 46010.1)
8. **Accident-Medical Coverage:** Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense.
9. **Medical and Hospital Services Not Provided:** Ceres Unified School District does not provide medical and hospital services for students injured while participating in athletic activities. (Ed. Code § 49471)
10. **Disabled Students:** State and federal law requires that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Disabled students for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

Glenda Bacca
Director of Student Support Services
2503 Lawrence Street
Ceres, California 95307
(209) 556-1530

11. **No Academic Penalty for Excused Absence:** No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code § 48980(k))

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, optometric, 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 the 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.

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. As 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.

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

"Immediate family," as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil. (Ed. Code § 48205)

12. **Equal Opportunity:** Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972.) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

Steve Fabela
Director of Personnel Services
2503 Lawrence Street
Ceres, California 95307
(209) 556-1510

13. **Complaints (Special Education):** Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which you believe special education programs for handicapped do not comply with state or federal law or regulations and file with the District official listed below at the following address and telephone:

Glenda Bacca
Director of Student Support Services
2503 Lawrence Street
Ceres, California 95307
(209) 556-1530
(5 C.C.R. §§ 4630, 4650)

14. Release of Student Information: [NOTE: Notice of this item is required to be in the home language of the student, insofar as is practicable. (Ed. Code § 49060 et seq., 20 U.S.C. § 1232g, 34 C.F.R. § 99.7)] The District does not release information or records concerning a child to non-educational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

Name, address, telephone, date and place of birth, major field of study, class schedule, class roster, photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended.

15. Inspection of Student Records: State law requires that the District notify you of the following rights which pertain to student records. (Ed. Code § 49063)

- a. A parent or guardian has the right to inspect and review student records relating directly to their child during school hours or obtain a copy of such records within five (5) days of his/her request. (Ed. Code § 49069)
- b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records.
- c. A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

The parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child 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.
- (4) Not based on the personal observation of a named person with the time and place of the observation.
- (5) Misleading.

Within thirty (30) days, the Superintendent shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

- d. A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records to the extent required by law. Student Record Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code § 49064)
- e. School officers or employees having a legitimate educational interest may access student records without first obtaining parental consent. "School officers and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel) a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A "legitimate educational interest" is one held by a school officer or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code § 49076)
- f. Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

- g. Parents and guardians will be charged dollars for the first page and 20 cents for each additional page for the reproduction of student records.
 - h. Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232(g))
 - i. Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.
- 16. Family Education Rights Privacy Act:** In addition, you have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying you of these rights is attached hereto.
- 17. Student Discipline:** District and School Rules pertaining to student discipline are available to parents or guardians of district students. In the CUSD Code of Conduct and individual school handbooks. (Ed. Code § 35291)
- 18. Dissection of Animals:** If a student has a moral objection to dissecting or otherwise (harming or destroying animals), or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project, 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. (Ed. Code §§ 32255-32255.6)
- 19. Temporary Disability:** A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence, shall be deemed to comply with the residency requirements of the school district in which the hospital is located. (Ed. Code §§ 48207, 48208, 48206.3)
- 20. Student Residency:** A student may be enrolled in a district where one or both of the student's parents or legal guardian works rather than in the district in which the student resides. In addition, a student shall be deemed to be a District resident if: (1) the student is placed in a regularly established children's institution, licensed foster home, or family home; (2) an emancipated student who lives within the District; (3) a student who lives in the home of an adult who has submitted a caregiver affidavit; or (4) a student who resides in a state hospital in the District. (Ed. Code § 48204)
- 21. Attendance Options:** California law (EC §48980(i)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described in the attached Board Policies:

Intradistrict Open Enrollment

BP 5116.1

Students

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy and administrative regulation.

Students from other schools who are enrolled as intradistrict transfers within the Ceres Unified School District shall have such transfers conditional upon satisfactory student attendance, academic effort, behavior, and student and/or parental compliance with district rules and procedures, including adherence to the Standard Uniform Dress Code for those sites implementing standard dress.

(cf. 5117 - Interdistrict Attendance)

(cf. 5117.1 - Interdistrict Attendance Agreements)

(cf. 5117.2 - Alternative Interdistrict Attendance Program)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I funds are identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC 6316)

(cf. 0420.4 - Charter Schools)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

2. Beginning in the 2003-04 school year, if while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be

provided an option to transfer to another district school or charter school. (20 USC 7912)

(cf. 0450 - Comprehensive Safety Plan)

3. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist
 - b. A court order, including a temporary restraining order and injunction
4. Priority may be given to siblings of students already in attendance in that school.
 5. Priority shall be given to students whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

Transportation

Except as required by 20 USC 6316, for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. Priority for any such transportation shall be based on demonstrated financial need.

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

Legal Reference:

EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Public School Choice, December 4, 2002

Unsafe School Choice Option, July 23, 2002

WEB SITES

CSBA: <http://www.csba.org>

CDE: <http://www.cde.ca.gov>

Procedures For Intradistrict Requests For The 2010-2011 School Year

Students having residency within the Ceres Unified School District boundaries who wish to request to attend a CUSD school other than their neighborhood school must fill out an Intradistrict request form. Transportation is not provided for children on an intradistrict. If your child is currently on an intradistrict for the 09-10 school year and in grades K through 5, 7, or 9 through 11, you do not have to fill out an Intradistrict request for the 10-11 school year. If you filled out an intradistrict request for the 09-10 school year and you are on a school waiting list, you do not need to fill out another Intradistrict request for the 10-11 school year, and your position on the waiting list will be retained. If you do not wish to have your child continue on an intradistrict for the 10-11 school year, you must inform the Child Welfare and Attendance Office by January 31, 2010 in order to receive first consideration to return to your home school.

Intradistrict forms for the 2010-2011 school year will be available on the CUSD web site, at all CUSD schools and at the CUSD District office. A form can also be sent via mail by calling the Child Welfare and Attendance office at (209) 556-1540 and requesting one. Information about the programs and activities at all CUSD schools may be obtained on the CUSD web site.

Completed Intradistrict forms will be accepted only at the Ceres Unified School District office (2503 Lawrence Street, Ceres) beginning January 3, 2010. All completed Intradistricts forms received by 4:30 PM, January 31, 2010 will be placed in an unbiased, random lottery to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. Intradistrict forms that are received after January 31, 2010 will be placed in order based upon when they are turned in and will be considered after all intradistrict requests who were received between January 3, 2010 and January 31, 2010. Please refer all questions regarding intradistrict attendance to:

Child Welfare and Attendance
2503 Lawrence Street
Ceres, California 95307
(209) 556-1540

Interdistrict Transfers

BP 5117
Students

Interdistrict Attendance

The Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Board desires to communicate with parents/guardians and students regarding what educational programs and services are available and how district programs and services may be improved.

The Board recognizes that current district enrollment corresponds with district facilities and resources and that the district has limited capacity for serving additional students. Therefore, the Superintendent or designee may approve interdistrict attendance agreements which are in the best interests of the student and are consistent with district needs.

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

The Board recognizes that the district may be capable of serving additional students. Therefore, the Superintendent or designee may approve interdistrict attendance agreements with other districts.

1. When child care needs of the student are met by a parent/guardian, relative or sitter in another district. (Education Code 46601.5)
2. When special mental or physical health needs, as certified by a physician, school psychologist or other appropriate school personnel, can be met in another district.
3. When the student has brother(s) or sister(s) attending school in a different district, to avoid splitting the family's attendance.
4. To complete a school year when parents/guardians have moved out of the district during that year.
5. To allow students to remain with a class graduating that year from an elementary, junior or senior high school.
6. To let seniors attend the same school they attended as juniors, even if their families moved out of the district during the junior year.
7. When there is valid interest in a particular educational program not offered in the district of residency.
8. To provide a major change in school environment for reasons of personal and social adjustment, on a trial basis.
9. When the parent/guardian provides written evidence that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district.
10. When the student will be living out of the district only for one year or less.
11. When recommended by the School Attendance Review Board or by county child welfare, probation or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
12. When the parent/guardian of a student works within the boundaries of the school district.

Interdistrict transfers may occur when space is available. Interdistrict transfers may occur on a student-for-student basis when equal numbers of students transfer between two districts.

Transportation normally provided for students living in the district may be provided for students attending on an interdistrict attendance agreement if space is available and if approved by the Superintendent or designee.

Students from other districts who are enrolled as interdistrict transfers in the Ceres Unified School District shall have such transfers conditional upon satisfactory student attendance, academic effort, behavior, and student and/or parental compliance with district rules and procedures, including adherence to the Standard Uniform Dress Code for those sites implementing Standard Dress.

The district shall not knowingly accept students who are not district residents without an interdistrict attendance permit. However, such permits will not be required for students enrolling in ROC or ROP. (Education Code 52317)

Students who do not meet the criteria stipulated in this policy maybe denied an interdistrict attendance agreement

1. Students who have been expelled from their home district will not be granted an interdistrict transfer into Ceres Unified School District.
2. The parent/guardian of a student who is denied a transfer shall receive timely notice, within 30 days in accordance with law, regarding the process for appeal to the County Board of Education. This notice shall be provided by the district denying the request, or, in the absence of an agreement between the districts, by the district of residence.

(cf. 5119 - Students Expelled from Other Districts)

Legal Reference:

EDUCATION CODE

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48209-48209.17 Student attendance alternatives

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Enrollment of students, inter district attendance

Policy CERES UNIFIED SCHOOL DISTRICT

Adopted: March 17, 1994 Ceres, California

Revised: December 10, 1998

Revised: March 22, 2004

Parental Employment in Lieu of Residency Transfers (EC §48204(f)):

AR 5111.12

Students

Residency Based On Parent/Guardian Employment

District residency status may be granted to a student whose parent/guardian is employed within district boundaries. (Education Code 48204)

(cf. 5111.1 - District Residency)

(cf. 5117 - Interdistrict Attendance)

Applications for Admission

When applying for his/her child's admission to a district school based on employment, the parent/guardian shall provide proof of employment within district boundaries, such as a paycheck stub or letter from his/her employer.

The Governing Board may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)
3. The school facilities are overcrowded at the relevant grade level.
4. Other circumstances exist that are not arbitrary. (Education Code 48204)

The Superintendent or designee shall notify the parent/guardian in writing of the Board's decision to deny the student admission. The notice shall include specific reasons for the denial.

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent school years. Such students may continue to attend school in the district through the highest grade provided by the district, if the parent/guardian so chooses and if one or both of the student's parents/guardians continue to be employed within district boundaries, subject to the restrictions specified in law related to excess costs and negative impact on desegregation plans. (Education Code 48204)

District Students Attending Other Districts Based on Parent/Guardian Employment

Note: Education Code 48204 prescribes ADA-based limits on the number of transfers that may be made out of a district because of the parent/guardian's place of employment. These limits may be waived if approved by the sending district. The limits are as follows: districts with 500 ADA or less - 5% of the ADA; ADA of 501-2500 - 3% of the ADA or 25 students, whichever is greater; ADA of 2501 or more - 1% of the ADA or 75 students,

whichever is greater. The following paragraph may be modified to specify the percentage that applies to the district's ADA.

When a student's parents/guardians request a transfer to another district based on the parent/guardian's employment within that other district, the Board may deny the request if the percentage of district students admitted to other districts on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. A transfer may also be denied if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan. (Education Code 48204)

The student's parent/guardian shall be notified in writing of the Board's decision to deny the transfer to the school district in which the parent/guardian's employer is situated. The notice shall include specific reasons for the denial.

Legal Reference:

EDUCATION CODE

48200-48204 Compulsory education law

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Regulation CERES UNIFIED SCHOOL DISTRICT

Approved: September 2, 1993 Ceres, California

Revised: October 1, 1997

Revised: June 19, 2003

Parents interested in interdistrict or intradistrict transfers should contact:

John Christiansen
Coordinator of Child Welfare and Attendance
2503 Lawrence Street
Ceres, California 95307
(209) 556-1540

22. Sexual Harassment Policy: Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. (Ed. Code § 231.5) A copy of the District's policy on sexual harassment is available in the CUSD Code of Conduct. (Ed. Code § 48980(g))

23. 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 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.

Students and/or parents interested in further information should contact John Christiansen, Coordinator of Child Welfare and Attendance. (Ed. Code § 58501)

24. Nutrition Program: The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code § 49510 et seq.)

25. Leaving School Ground: The Governing Board of the Ceres School District, pursuant to Section 44808.5 of the Education Code, has decided to permit 11th and 12th grade pupils enrolled at Ceres High School who meet a particular criteria to leave school grounds during the lunch period. (Consult the Ceres High School Handbook regarding permission.) Section 44808.5 of the Education Code further states: "Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds." (Ed. Code § 44808.5)

26. U.S. Department of Education Programs: The following applies only to programs directly funded by the U.S. Department of Education:

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 shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations;

- b. mental and psychological problems potentially embarrassing to the student or his family;
- c. sex behavior and attitudes;
- d. illegal, anti-social, self-incriminating and demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or student's parent; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

(20 U.S.C. § 1232h)

27. Fingerprint Programs: With the written consent of the parent or guardian, kindergarten or newly enrolled students may be fingerprinted. The fingerprint document may not be retained by the District but must be delivered to the parent or guardian. A fee shall be charged to the parent or guardian to reimburse the District for its actual cost. (Ed. Code § 32390)

28. Uniform Complaint Procedures:

Complaints Alleging Discrimination:

The District has a written complaint procedure which may be used in cases where individuals have suffered discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability. (5 C.C.R. §§ 4610, 4630, 4650) "The local education agency is primarily responsible for compliance with federal and state laws and regulations."

- a. Any individual has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (5 C.C.R. § 4630(b)(1))
- b. Complaints must usually be filed with the (director/district superintendent/ designee of the LEA). In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction: (5 C.C.R. §§ 4630(a), 4650)
 - (1) Complaints alleging that the District failed to comply with the complaint procedures described herein.
 - (2) Complaints alleging facts which indicate that complainant will suffer an immediate loss of some benefit such as employment or education.
 - (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
 - (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
 - (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
 - (6) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.
- c. Complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the State Superintendent of Public Instruction for an extension of up to ninety (90) days. Extensions will not be automatically granted, but may be granted for good cause. (5 C.C.R. § 4630(b)) Copies of the local educational agency complaint procedures shall be available free of charge. Complaints Other Than Discrimination

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination.

- a. Written complaints may be made in the following areas. (5 C.C.R. §§ 4610(b), 4630)
 - (1) Adult Basic Education
 - (2) Consolidated Categorical Aid Programs
 - (3) Migrant Education
 - (4) Vocational Education
 - (5) Child Care and Development
 - (6) Child Nutrition
 - (7) Special Education
- b. Complaints must usually be filed with (the administrator/superintendent of the LEA). In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction. (5 C.C.R. §§ 4630, 4650)
 - (1) Complaints alleging that the District failed to comply with the complaint procedures described herein.
 - (2) Complaints regarding Child Development and Child Nutrition programs not administered by the District.

- (3) Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.
 - (4) Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.
 - (5) Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.
 - (6) Complaints relating to Special Education, but only if:
 - (a) District unlawfully refuses to provide a free appropriate public education to handicapped students; or
 - (b) District refuses to comply with due process procedures or fails to implement due process hearing order; or
 - (c) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
 - (d) A handicapped pupil is not receiving the services specified in his/her Individual Educational Program (IEP); or
 - (e) The complaint involves a violation of federal law.
 - (7) The District refuses to respond to the State Superintendent's request for information regarding a complaint originally filed with the District.
- c. Williams Settlement Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code § 35186)
- (1) Insufficient textbooks and instructional materials;
 - (2) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils; or
 - (3) Teacher vacancy or misassignment.

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Scott Siegel
 Superintendent, Ceres Unified School District
 2503 Lawrence Ave.
 Ceres, California 95307
 (209) 556-1500

Appeals:

- a. If a complaint is denied, in full or in part, by the District, the complainant may appeal to the State Superintendent of Public Instruction. (Ed. Code § 262.3(a), 5 C.C.R. § 4652)
 - (1) Appeals must be filed within fifteen (15) days of receiving the District decision.
 Complainant may, within that fifteen (15) day period, file a written request for an extension. Extensions will not be automatically granted, but may be granted for good cause.
 - (2) Appeals must be in writing.
 - (3) Appeals must specify the reason(s) for appealing the District decision.
 - (4) Appeals must include a copy of the original complaint and a copy of the District decision.
- b. If a complaint is denied, in full or in part, by the State Superintendent of Public Instruction, the complainant may request reconsideration by the Superintendent. (5 C.C.R. § 4665)
 - (1) Reconsideration must be requested within thirty-five (35) days of receiving the State Department of Education report.
 - (2) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code § 262.3(b), 5 C.C.R. § 4622)

29. Pupil-Free Staff Development Day and Minimum Day Schedule: A copy of the District's pupil-free staff development day and minimum day schedules is attached for your reference. (Ed. Code §48980(c))

Teacher work days (non student days)
 December 17

Minimum Days (all elementary sites only)

September 214

October 20

May 19

June 2

Parent/teacher Conference minimum days

Junior High October 19, 20, 21 and February 23,24

Elementary November 15, 16, 17, 18, 19, and March 10, 11

- 30. Access to Harmful Matter on the Internet and On-Line Services:** A copy of the District’s policy regarding student access to harmful matter on the Internet and other on-line services is available on the CUSD web site or the CUSD Code of Conduct. (Ed. Code §48980(h))
- 31. Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for your review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code §49091.14)
- 32. High School Exit Examination:** Commencing with the 2005-2006 school year, and each school year thereafter, each pupil completing 12th grade will be required as a condition of graduation to successfully pass the high school exit examination mandated by State law. Pupils may take the exit examination prior to reaching the 12th grade. In order to pass the exit examination a pupil will be required to demonstrate mastery of statewide academically rigorous content standards in language arts and mathematics. A pupil who fails to pass all parts of the examination by the completion of 12th grade shall not receive a diploma. (Ed. Code §§48980(e) and 60850)
- 33. Child Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300. (Ed. Code § 56301; 34 CFR § 104.32(b))
- 34. School Accountability Report:** Parents/guardians may request a School Accountability Report Card which is issued annually for each school of the District. School Accountability Report Cards are available on the CUSD web site on each school’s web page. (Ed. Code § 35256)
- 35. Asbestos Management Plan:** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)
- 36. Availability of State Funds to Cover Costs of Advanced Placement Examination Fees:** School districts may apply to the State Department of Education for grant funding to assist economically disadvantaged pupils pay for advanced placement examination fees. (Ed. Code §§ 48980(l) and 52244) Requests for application for students may be made through:
- | | |
|---|-------------------------------------|
| Rose Marie Kloepfer, Lead Learning Director | Nicole Chapman, Associate Principal |
| Ceres High School | Central Valley High School |
| 2320 Central Ave. | 4033 Central Ave. |
| Ceres, California 95307 | Ceres, California 95307 |
| (209) 538-0130 Ext. 237 | (209) 556-1900 |
- 37. No Child Left Behind Act of 2001:** Under the NCLB, parents have the following rights:

- **Information Regarding Professional Qualifications of Teachers, Para-professionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student’s classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher’s college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

English Language Education

The Ceres Unified School District has implemented Proposition 227 governing “English Language Education of Immigrant Children.” It is required that parents come to their child’s school in person to sign a waiver, if they wish for their child to participate in a bilingual program. The parents must wait until the child has completed thirty (30) days of instruction in an English Only classroom.

The programs which are available to your child and the waiver process will be explained to you personally at the school. To facilitate this process, your school may offer a meeting where parents will receive information and have the opportunity to ask questions of teachers and staff in a small group setting. The programs available in the district for all students, whether dominant in English or Spanish, will be explained at these meetings, as well as the procedure for requesting waivers. A waiver form is included in this package.

The programs that are available are:

“**Structured English Immersion**” or “**Sheltered English Immersion**” means an English language acquisition process for young children in which nearly all classroom instruction is in English but with the curriculum and presentation designed for children who

are learning English. In the Ceres Unified School District these classes are called the Accelerated Language Academy (ALA). Students needing additional help are placed in the Pathways to Academic Success Program (PAS).

The **English Mainstream Program** is an educational approach intended to develop English literacy and academic skills in the grade level curriculum. It is defined in Proposition 227 as “a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English.” Parents may request that their students be placed in this program.

A **Bilingual Classroom/Alternative Program** is a program where instruction is provided in the student’s primary language. In addition the student is required to receive daily instruction in English Language Development. This program will be offered when the parents of twenty (20) or more students at a single grade level, at an individual school site, request such a classroom program through a Waiver. There is a thirty (30) day waiting period for this form of instruction and a parent must personally come to the school to visit and sign a waiver. Classes will be developed if sufficient parents request a waiver as required by law.

The waiver may be granted, but if it is not granted, a parent has the right to appeal the decision, if denied, under the timelines provided for in the Ceres Unified School District Uniform Complaint Procedure—Board Policy #1312.3.

Following the receipt of assessment scores from the California Department of Education (CDE) on the California English Language Development Test (CELDT), each parent will receive a notification of their student’s English language ability and the classroom option that the student has been placed. At the same time notification of the Waiver Process will also be sent to the parent/guardian.

Debra Bukko
English Learner Program Supervisor
2503 Lawrence Street
Ceres, California 95307
(209) 556-1500

- **Program Improvement Schools:** Parents shall be notified when their child’s school is identified a “program improvement” school and the opportunities for school choice and supplemental instruction.

The information provided above is available upon request from your child’s school or the district office. Additional notices that may be required under the No Child Left Behind Act shall be sent separately. (20 USC §§6301 and following)

38. Military Recruiter Information: The No Child Left Behind Act of 2001 and Education Code section 49073.5 requires that school districts disclose the names, addresses and telephone numbers of high school students to military recruiters upon request, unless parents request that this information not be released without prior written consent. Parents have the option of making such a request. If you do not wish this information to be provided to military recruiters, please notify the District office of this fact in writing. The writing should be directed to the District official listed below at the following address:

39. Children In Homeless Situations: Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (42 USC § 11432(g)(1)(J)(ii), (g)(6))

John Christiansen
Coordinator of Child Welfare and Attendance
2503 Lawrence Street
Ceres, California 95307
(209) 556-1540

40. Career/Technical Education Offerings: The Ceres Unified School District offers a number of Career/Technical Education courses funded by the Yosemite Regional Occupational Program (ROP) as well as the Carl Perkins Act. ROP courses are open to all students who are Juniors (Grade 11) as well as adults. Courses are offered in the areas of agriculture, business, industrial technology, criminal justice as well as an Emergency Medical Technician (EMT) course. Courses are free to high school students. Individuals taking the EMT course pay a registration fee as well as pay for their textbook. Enrollment is open to all individuals and no one is denied admission on the basis of ethnic group identification, religion, age, sex, gender, race, national origin, ancestry, sexual orientation, color, or physical or mental disability.

41. Student Photographs, Motion Pictures and Videotapes: The District may take photographs, motion pictures or videotapes of students, singly or in a group, for the purposes of informing teachers, parents and the general public of the aims, activities or methods of instruction of programs operated by the Department. Such motion pictures or videotapes may be shown to local and national audiences and such photographs may appear in local newspapers as well as national publications where applicable. Parents may inspect or view these photographs or other materials upon request.

The parent or guardian may notify the District in writing not to take such photographs, motion pictures or videotapes of his or her child, at the following address:

Carey Brock
Director of Technology and Media Services
2503 Lawrence Street
Ceres, California 95307
(209) 556-1570

Notification Of Rights Under FERPA For Elementary And Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Model Notification Of Rights Under The Protection Of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)--
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of--
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute

the information to others.

- Inspect, upon request and before administration or use --
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Ceres Unified School District will develop adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Ceres Unified School District** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Ceres Unified School District** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any unprotected information survey not funded in whole or in part by Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Healthy Schools Act Of 2000 Annual Notification To Parents/Guardians And Employees

The Ceres Unified School District is required to notify parents/guardians and employees about pesticides used at school sites. Please be advised that the Ceres Unified School District will be using pesticides and herbicides during the 2010-2011 school year. If you would like a list of the pesticides and herbicides, please contact Linda Davis at 556-1500, ext. 1340.

Warning signs will be posted twenty-four (24) hours in advance of a pesticide application in the area intended for treatment. These signs will include the product name, manufacturer's name, EPA product registration number, intended date and areas of application, and the reason for the application. The signs will be posted for seventy-two (72) hours after the application.

If the Ceres Unified School District intends to use a pesticide that is not included above, written notification will be distributed to parents/guardians and employees seventy-two (72) hours prior to application.

Individuals, who desire written notification of an individual pesticide application at a school site, may register with the Ceres Unified School District. Individuals may register by sending a letter to Joe Kisse, Director of Maintenance, Ceres Unified School District, P.O. Box 307, Ceres, CA 95307. The letter should request pesticide application notification and must include the individual's mailing address and the specific school site(s).

Employees are encouraged to minimize eating and drinking in classrooms and other work areas as much as possible. Food items stored in classrooms or work areas should be stored in sealed containers.

Information on pesticides and pesticide use reduction may be accessed at www.cdpr.ca.gov.

Environmental Protection Agency's "Asbestos Hazard Emergency Response Act"

During the past year the District has conducted two AHERA-required six-month surveillances of all the District's asbestos-containing materials. Copies of the findings have been added to the District's management plans. The management plans for all sites are available for public review at the District Office and individual plans are available at each site.

If you have any questions concerning the District's asbestos management plan please contact:

Dr. Fred Van Vleck
Assistant Superintendent of Business Services Division
2503 Lawrence Street
Ceres, California 95307
(209) 556-1560