



# Cupertino Union School District 2023-2024 Annual Notification and Opening Day Packet Elementary School - Version: 4

## Annual Notification and Opening Day Packet

The Cupertino Union School District's Board of Education is required, at the beginning of the first semester/quarter of the regular school year, to notify the parents/guardians of the rights and responsibilities under certain provisions of state and federal law. Under Section 48982 of the California Education Code, parents/guardians are required to sign and submit this notice.

By submitting this notice, you hereby acknowledge that you have been informed of your rights. Please note: acknowledgment does not indicate that you have provided or withheld consent to participate in any particular program or activity.

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Please provide your answers to the parent specific questions below

### **Notice of Parental and Legal Guardian Rights**

#### **I. Attendance**

A. **Minimum Days** - The District will notify you of minimum days or student-free staff development days. (Ed. Code § 48980(c).)

B. **Absences** - The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

- 1. **Absences Due to Family Travel and Vacations** - The District does not support the practice of taking trips/vacations on school days. The District will not hold a student's seat at a school after a ten-day absence without pre-approval due to extenuating circumstances. The Student Assignment Office will work with families upon their return to confirm residency and school assignment when an absence is more than ten days and is not pre-approved.

C. **Excused Absence for Personal Reasons** - The following specific information is important to you:

- 1. A student shall be excused from school for justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service of an immediate family member, 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.
- 2. A student 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, shall be given full credit. The teacher of any class from which a pupil is absent shall determine, pursuant to the regulations of the governing board of the school District, what assignments the pupil shall make up and in what period of time the pupil shall complete those assignments. 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.
- 3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- 4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments, except as otherwise provided by law.

D. **Unexcused Absences/Truancy** - The Superintendent or designee shall implement whatever steps are deemed appropriate to keep students in school, including the use of attendance review boards and/or student study teams. The Board of Education believes that intervention at the earliest time in elementary grades is the best method of reducing the number of students who are habitually absent or tardy.

*Any pupil subject to compulsory full-time education who is absent from school without valid excuse three full school days in one year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school District. (Education Code 48260)*

A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend a school attendance review board (SARB) program, a truancy mediation program established by the District attorney or the probation officer, or a comparable program deemed acceptable by the District's attendance supervisor (Education Code 48263, 28364.5)

E. **Absence of Students for Religious Purposes** - Absence of students for religious purposes at a place away from school property and after the student has attended school for a minimum day is authorized by written consent of parent or guardian. The minimum day requirement does not apply to absences for observance of religious holidays. (California Education Code Section 46014)

F. **Excused Absence for Confidential Medical Services Release (Ed. Code 46010.1)** - Students in grades 7 and 8 may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.

- G. **Attendance Options:** California law gives parents/guardians the right to receive notification of all existing statutory attendance options and local attendance options available in the school District, including options for meeting residency requirements for school attendance, programmatic options offered within local attendance areas, and any special programmatic options available on both an interDistrict and intraDistrict basis.

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of District students and parents/guardians, while also balancing enrollment in order to maximize the efficient use of District facilities. 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. Parents who have childcare or employment outside the boundaries of the Cupertino Union School District may apply for a transfer to that District. Information regarding student transfers may be obtained by calling the Student Assignment Office at (408) 252-3000, Ext. 61110. (Board Policy 5116.1, 5117, and 5118)

The Cupertino Union School District is home to 14 elementary schools, five (5) Middle schools, four (4) alternative schools, and a Home Study program. Details of the alternative programs are available at <https://www.cusdk8.org/schools/alternative-schools> <<https://www.cusdk8.org/schools/alternative-schools>> .

Application to the alternative programs is handled through an Open Enrollment lottery process. The description of the process, requirements, and dates is available [HERE](https://www.cusdk8.org/finalsite.com/departments/student-assignment#fs-panel-21976) <<https://www.cusdk8.org/finalsite.com/departments/student-assignment#fs-panel-21976>> .

1. **Residency Verification** - All residency information is subject to verification. Valid proof of residence must be provided at the time of registration or when a change of residence occurs. Change of residence must be reported to the school office within ten (10) days. Failure to provide current residency information may result in the immediate reassignment of your child.
2. **District of Residence** - Students who move out of the boundaries of the Cupertino Union School District during the school year may be required to attend school in their District of residence.
3. **Employment-based School Attendance options** – Parents/guardians have the right to apply for enrollment of your child in a District in which you are employed; however, acceptance is not guaranteed. (Ed. Code, § 48204(b).) Parents may apply for enrollment of their child in a school District in which the parent is employed, and where the parent and child live at the parent's place of employment during the school week. (Ed. Code § 48204(a)(7)).
4. **Victims of Bullying** - School Districts must approve the request of a bullying victim, as defined, to transfer to another school within the District. If the requested school is at capacity, the school District must accept a request for an alternate site. If the school District of residence has only one school available, the school District of residence must honor the student's interDistrict transfer request if the school District of proposed enrollment approves the transfer. (Ed. Code § 46600)
5. **Military Service and Active Duty Military Families** - A student complies with a school District's residency requirements for school attendance if the student's parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. School Districts must accept applications by electronic means for enrollment, including enrollment in a specific school or program within the District, and for course registration. The parent must provide proof of residency in the school District within 10 days after the published arrival date provided on official documentation. (Ed. Code §§ 48204.3 and 48980(h).)

A student living in the household of an active duty military service member must be allowed to continue attending the student's school of origin for the remainder of the school year if the family moves.

A student from an active duty military family who is transitioning between school grade levels must be allowed to continue in the school District of origin and in the same attendance area of their school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school District, the local educational agency must allow the student to continue to the school designated for matriculation in that school District. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or funds due to the school last attended, or if the student is unable to produce clothing or records normally required for enrollment.

If the parent/guardian's military service ends during the school year, then the student is allowed to stay in their school of origin for the remainder of the school year if they are in grades 1-8, or through graduation if the student is in high school.

6. **Migratory Children – Residency Retention** – Currently migratory children, who are enrolled in a school District due to a parent's or immediate family member's temporary or seasonal employment in an agricultural or fishing activity, as defined by Education Code section 54441, must be allowed to continue in their schools of origin, regardless of any change of residence during that school year, for the duration of their status as migratory children. When a student's status as a migratory child changes during the school year, the school District must: (1) allow K-8<sup>th</sup> graders to continue in their schools of origin for the remainder of that school year. They shall be informed of the impact that remaining in their schools of origin will have on eligibility to receive migrant education services.
7. **Residency Retention for Students of Detained or Deported Parents** - Students retain residency in a school District, regardless of the students' current residency, when both of the following requirements are met:

The student's parent or guardian has departed California against his or her will, and the student can provide official documentation evidencing the departure; and

The student moved outside of California as a result of their parent or guardian leaving the state against their will, and the student lived in California immediately before moving outside the state. The student must provide evidence of enrollment in a California public school immediately before moving outside the state.

Deported parents may designate another adult to attend school meetings and to serve as an emergency contact. No charges or fees of any kind, as allowed under Education Code section 48050, may be required for admission or attendance in these circumstances. These students will be included in computing ADA for the purpose of obtaining apportionment state funds.

This law applies to parents who are: (1) in the custody of a government agency and are transferred to another state; (2) subject to a lawful removal order and who were removed or were permitted to leave California voluntarily before being removed; and (3) subject to any additional circumstances consistent with these purposes, as determined by the school District.

8. **Alternative Schools** – Parents/guardians have a right to request information about enrollment in alternative schools. (Ed. Code § 58501.)

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## II. Student Discipline

As a parent/guardian, you have the right to obtain a copy of the Board of Education's rules and regulations on student discipline. Rules pertaining to student discipline, including those that govern suspension and expulsion, are set forth in the Education Code, starting at Section 48900. Complete text can be found at: [http://leginfo.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200SB419](http://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB419) <[http://leginfo.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200SB419](http://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB419)> .

Rules and procedures on school discipline are also available to students and to their parents or guardians in the administrative office at each school.

Parents/guardians have a right to receive the District's written policy of sexual harassment as it relates to students. (Ed. Code § 231.5, 48980; 5 CCR § 4917; 34 CFR 106.8.) The District shall maintain an educational, employment, and business environment free from harassment, intimidation, or insult on the basis of an individual's sex. Action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment constitutes an unlawful form of sex discrimination. Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between other non-students and students. Within the employment environment, sexual harassment is prohibited between supervisors and employees, between non-employees and employees, and between employees. A copy of Board Policy 5145.1. Sexual Harassment is included in this packet of information and is available and posted in each school office.

**Please note:** You may be required to attend your child's class for a portion of the school day if they are suspended for unruly or disruptive conduct. (Cal. Ed. Code, § 48900.1, 48914.)

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### III. Student Health

- A. **Immunization** - Immunization for communicable disease is required of all students attending California Public Schools. You must submit an up to date immunization record at the time your child enrolls in school. If a student is not properly immunized or a valid Medical Exemption Statement from a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) who is licensed in the state of California is not on file, the law requires that we exclude the student from school (California Education Code Section 48216). Immunization arranged for by the District for any of its programs is administered only with written consent of a parent (California Education Code Section 49403.)
- B. **Medication** - Any student who is required to take medication, prescribed by his/her healthcare provider during the regular school day, may be assisted by the School Nurse or other designated school personnel if the school District receives (1) a written statement from such authorized health care provider who is licensed to practice in the state of California detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the student indicating the desire that the school District assist the student (California Ed Code Section 49423, CCR, Title 5, section 601). If a pupil diagnosed with seizures, a seizure disorder, or epilepsy has been prescribed an emergency anti-seizure medication by the pupil's health care provider, the District, upon receipt of a request from the parent or guardian, may designate one or more volunteers at the pupil's school to receive initial and annual refresher training regarding the emergency use of anti-seizure medication from the school nurse or other qualified person designated by an authorizing physician and surgeon. (Ed. Code § 49468.2.)
- C. **Medication Regimen** - The parent or legal guardian of any public school student on a continuing medication regimen for an existing condition shall inform the School Nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the healthcare provider. With the consent of the parent or legal guardian of the student, the School Nurse may communicate with the healthcare provider and may counsel with the school personnel regarding the possible effects of the drug on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose (California Ed Code Section 49480.)
- D. **Physical Examination Exemptions** - Emergency physical examination will not be given to a student whose parents or guardian files an objection, annually, with the Principal of the school in which the student is enrolled. Objections must be filed by September 15th each year. However, if there is reason to believe that the student is suffering from a recognized contagious or infectious disease, they shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist (California Ed Code Section 49451.)
- E. **Communicable Conditions** - Any student, while infected with any contagious or infectious disease, may not remain in any public school. A student may be sent home because of any communicable condition. For example, the District enforces a "no nit" policy, which means any student with active lice or lice nits will be excluded until they are clear of lice and nits (California Ed Code Section 48213, and California Administrative Code, Title 5, Section 202.)
- F. **Vision Evaluation** - Evaluation of a student's vision by the school District is required during the kindergarten year, or upon first enrollment in the school District, and in grades 2, 5, and 8. This assessment may be waived if the student's parent/guardian so desires, by presenting a certificate from a licensed physician or an optometrist which displays the results of a professional vision exam for the student (California Ed Code Section 49452). Excusal from this requirement due to religious reasons is permitted upon written request from the parent or guardian.
- G. **Dental Fluoride Treatment** - Pupils will be provided the opportunity to receive the topical application of fluoride or other decay-inhibiting agent to each pupil's teeth if the parent, or eligible pupil submits a letter stating that the treatment is desired. (H&SC §104830 et seq.)
- H. **Emergency Epinephrine** - School Districts shall provide emergency epinephrine auto-injectors to School Nurses or trained personnel who have volunteered to provide such emergency intervention. The School Nurse and trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an anaphylactic reaction (California Ed Code Section 49414, as amended by Senate Bill 1266). If your child should not receive this emergency medical aid, notify the school in writing.
- I. **Hearing Evaluation** - Evaluation of a student's hearing by the school District is required in grades 1, 2, 5 and 8. The evaluation is waived upon presentation of a valid certificate from a licensed physician (California Ed Code Section 49452, California Health Services Children's Medical Services Branch, Hearing Conservation Program).
- J. **Type I/II Diabetes Information** - Beginning January 1, 2023, the District shall make the type 1 diabetes informational materials provided by the Department of Education accessible to the parent or guardian of a pupil when the pupil is first enrolled in elementary school. Upon entering grade 7, the District shall notify parents/guardians with an information sheet regarding Type II diabetes. (Ed. Code § 49452.7.)
1. Type 1 Diabetes Information can be found at: <https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp>  
<<https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp>> .
  2. Type 2 Diabetes Information can be found at: <https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>  
<<https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>> .
- K. **Children With Disabilities** - Children with disabilities have the right to free and appropriate public education and, if required, special education instruction and services that meet their unique needs. Such services may include specialized physical health care services for eligible students (California Ed Code Section 56000 et. seq). Special Education Services information can be found at <https://www.cusdk8.org/departments/special-education>  
<<https://www.cusdk8.org/departments/special-education>> .
- L. **Health Screening Requirement** - State law requires school Districts to exclude from school for up to 5 days, any first grade student who has not provided either a certificate or a waiver of physical exam on or before the 90th day after the student's entrance into first grade (Health and Safety Section Code Section 124105/124085).
- M. **Medical Insurance** - The Cupertino Union School District does not provide medical insurance for students for school-related injuries. Medical expenses are the responsibility of the student's family. Student accident insurance is available for voluntary purchase for families who may not have insurance or who wish additional coverage (Refer to Student Accident Insurance Program information in this packet).

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### IV. Student Safety

## Student Safety Policy

The Cupertino Union School District is prepared in the event of an emergency. The District has a Disaster Preparedness Plan, and each school has a disaster plan for student safety coordinated with the District plan. Principals and school staffs are prepared to make prompt and responsible decisions in any situation that could threaten the safety of students.

The need to close a school and evacuate the students before the regularly scheduled closing time could arise from a relatively minor emergency, such as a prolonged interruption of power, or from a major event, such as fire, earthquake, or severe storm. At times, communication and/or transportation may be disrupted.

### IN THE EVENT OF A MAJOR DISASTER:

- Information will be shared using ParentSquare alerts (text, email, and phone call) and on the CUSD and school websites.
- Social media Facebook (<https://www.facebook.com/cupertinoUSD/> <<https://www.facebook.com/cupertinoUSD/>> ) and Instagram (<https://instagram.com/cusdk8> <<https://instagram.com/cusdk8>> ) may also be utilized.
- Information may also be posted at the school site.
- No student will be dismissed from school unless a parent (or individual designated in writing by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect, or that particular person is listed on the student's Enrollment/Health card in our files and can identify him/herself. It is critical that the information on your student's health enrollment card be up to date for this purpose.
- All parents or designated persons who come for students must sign out at the school office or at the temporary student release station. Signs will be posted if this alternate location is required.

If you are not able to reach the school in an emergency, we will care for your child until you arrive (or the person designated in writing by you). We have a number of staff members with first aid certificates, and we will communicate with local emergency services. We do ask for your help in the following ways:

- Please do not call the school. We must have the lines open for emergency calls.
- Do access your phone/computer for ParentSquare updates.
- Following an earthquake or other emergency, do not immediately drive to the school. The school access route and street entrance areas must remain clear for emergency vehicles and/or may be cluttered with debris.

It is important that we be prepared personally and in relationships with others in our school community as well as the broader community. During the year, your student will be trained in the necessary emergency procedures. Students will learn how to react, where to assemble, and what to expect in an emergency situation. Education and preparation are our best allies.

If you have any questions regarding your school's disaster plan for student safety, please call the Cupertino Union School District Office at (408) 252-3000, Ext. 61341.

### The Cupertino Union School District believes a safe school environment is essential to learning.

To support our students, all District schools have discipline policies that promote a positive environment and stress good citizenship. Our schools also have prevention and intervention programs to help students make decisions, solve problems, and deal with conflict.

How can you help? Discuss with your child the fact that weapons, violence, and drugs are unacceptable, and help your child understand the serious consequences of any act violating District policy and state law. Most importantly, tell your child that the safety of our schools and community is the responsibility of each and every one of us.

Schools in the Cupertino Union School District are safe. Incidents involving violence, weapons, or drugs are rare, and by working together, we can keep our schools and community safe for everyone.

**School Bus Safety** - The District will provide written information on school bus safety to parents or guardians of all new pupils and pupils who have not previously been transported by school bus. (Ed. Code § 39831.5.)

All CUSD District and school sites have a number of emergency and rescue measures at their disposal, including AEDs to restart heart rhythms, Epi-Pen auto-injectors in the case of a severe allergic reaction, and Narcan nasal spray. Narcan nasal spray is used during a suspected opioid overdose. Narcan storage boxes are installed strategically near AED units. [Administering Medication and Monitoring Health Conditions BP 5141.21](http://go.boarddocs.com/ca/cusdk8/Board.nsf/goto?open&id=B2EQ8J5B9692) <<http://go.boarddocs.com/ca/cusdk8/Board.nsf/goto?open&id=B2EQ8J5B9692>>

**CUSD values parent/guardian involvement and asks that all parents and guardians review our** [Parent Involvement BP 6020](http://go.boarddocs.com/ca/cusdk8/Board.nsf/goto?open&id=B2ER9Z6104DD) <<http://go.boarddocs.com/ca/cusdk8/Board.nsf/goto?open&id=B2ER9Z6104DD>> **Board policy and our** [Civility Policy BP 1313](http://go.boarddocs.com/ca/cusdk8/Board.nsf/goto?open&id=B2DQNE6430C9) <<http://go.boarddocs.com/ca/cusdk8/Board.nsf/goto?open&id=B2DQNE6430C9>> .

## Firearms Safety Memorandum

California Law Regarding Safe Storage of Firearms

**To:** Parents and Guardians of Students in the **Cupertino Union School District**

**From:** Stacy Yao, Superintendent

**Subject:** California Law Regarding Safe Storage of Firearms

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The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Cupertino Union School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports across the nation of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.
  - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a **minor never** actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

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

Sincerely,

**Stacy Yao**

Date published: July 24, 2023

California Department of Education

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

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

3. See California Civil Code Section 29805.

4. See California Civil Code Section 1714.3.

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## V. Student Records

Student records are transferred when a child moves from one school district to another. California schools are not required to obtain parent permission to forward records. They are required to forward records to any California school where parents intend to enroll a child. Parents have the right to review, challenge, and receive a copy of the transferred record. To request a copy of student records, complete <https://docs.google.com/forms/d/e/1FAIpQLSdufBVV34HmdoHcxGC3i50xDS43kkfaHjf216kFzolgQX6DUg/viewform> **> this form** <https://docs.google.com/forms/d/e/1FAIpQLSdufBVV34HmdoHcxGC3i50xDS43kkfaHjf216kFzolgQX6DUg/viewform> **>**. The following specific information is important to you:

- A. Permanent student records are required by California statute. Schools compile a permanent record for each student.
- B. Confidential student records are maintained in accordance with state and federal laws.
- C. A log is maintained in each student's record folder listing all persons, agencies, or organizations requesting or receiving information from the record. The District will use best efforts to ensure compliance with the requirements in Education Code 49073.1 by third-party vendors who provide services for digital storage, management, and retrieval of student records, and whose educational software accesses, stores, and uses student records.

A school District is not authorized to permit access to student records without written parental consent or under judicial order except to school officials and employees with a legitimate educational interest, officials and employees of other public schools where the student intends to enroll, or federal, state, and local officials in compliance with federal or state law.

School officials and employees are officials or employees whose duties and responsibilities to the District, whether routine or as a result of special circumstances, require that they have access to student records. School officials and employees include contractors, consultants, volunteers, attorneys, or other parties to whom the District has outsourced District functions and who perform services for which the District would otherwise use employees.

A legitimate educational interest is one held by school officials and employees whose duties and responsibilities to the District, whether routine or as a result of special circumstances, require that they have access to student records as determined by the District. Under a services contract with a vendor who may access, use, manage, or store pupil records, the vendor may be defined as a school official with a legitimate educational interest.

The school District makes a reasonable charge that is determined on an annual basis for the duplication of school records. Parents should inform the District of any financial hardship that would prevent them from paying this fee.

Any school District whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school District, may, after affording the student his or her due process rights, withhold the grades, diploma, and transcripts of the responsible student. (California Education Code Section 48904)

## Notice of Directory Information

The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with the law, Board Policy, and Administrative Regulation.

The Superintendent or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board Policy and Administrative Regulation.

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

- The annual yearbook
- Academic recognition lists
- Graduation programs
- Sports activity sheets
- District and/or school website or social media page(s)
- Cupertino Education Endowment Foundation (CEEF)

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks, family photographing/videoing school performances, and sporting events. Parents, family members, etc. should NOT photograph or film any student other than their own.

If you do not want the District to disclose directory information from your child's education records, you must submit the CUSD Directory Information Opt-Out Form by September 30th of the current school year or within 30 days of school enrollment. The District has designated the following information as directory information:

- Student Name
- Telephone number
- Photograph/video
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

The District also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factors that only the authorized user knows. Your child's social security number will not be used for this purpose. The District will use its best efforts to ensure compliance with the requirements in Education Code 49073.1 by third-party vendors who provide services for digital storage, management, and retrieval of pupil records and whose educational software accesses, stores, and uses pupil records. A student's directory information may be considered a pupil record under the statute and be subject to the requirements under the statute.

***If you do not want the District to disclose directory information as defined above, click [here](https://permission.click/kVKw2/us) <https://permission.click/kVKw2/us> to complete the Directory Opt-Out.***

Written consent of the parent or that of the student, if accorded parental rights, must be obtained before directory information pertaining to a homeless student may be released. (Ed. Code § 49073(c) and 20 USC § 1232g.)

## Data Privacy

### Parent/Guardian Acknowledgment Needed

The Cupertino Union School District uses a number of online applications for students. Our Core Services include Adobe, BrainPop Clever, Canva For Education, Ellevation, ES&I, Gaggie, Google's G Suite for Education, Houghton Mifflin Harcourt, Imagine Language and Literacy, iReady, Learn Platform, Literably, Microsoft, Newsela, OverDrive, Panorama, PeachJar, Pear Deck, Powerschool, Raz-Kids, Savvas Elevate Science, Securly, Seesaw, StudentSquare (Middle School only), Synergy, TCI History Alive Typing Club, and Writable. We are seeking your permission to provide and manage accounts on these services for your child. Information about how to access these tools will be provided by your child's classroom teacher or school if applicable. For details on each tool, please see our website at <https://www.cusdk8.org/departments/educational-services/instructional-technology/student-data-privacy> <<https://www.cusdk8.org/departments/educational-services/instructional-technology/student-data-privacy>> and view "District Core Services" for information about the privacy policies for the listed tools.

Please note that your child's school may have additional online tools that will be used in the classroom. You may expect additional information from your school site regarding those tools.

**By signing below, I understand that Cupertino Union School District creates/maintains accounts for the above tools and that the tool providers may collect, use, and disclose information.** Type your first and last name

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## VI. Curriculum and Instruction

### A. Health Curriculum

**California Healthy Youth Act (Ed. Code, § 51930 et seq.)** - The California Healthy Youth Act ("Act") authorizes a school District to inform parents/guardians about the District's comprehensive sexual health education and HIV prevention education. Parents/guardians will be notified no less than fourteen days prior to comprehensive sexual health education and/or HIV prevention education being provided to their student. Once arrangements for instructions are made parents/guardians will be notified whether the comprehensive sexual health education and/or HIV prevention education will be taught by school District/county office personnel or by outside consultants. A parent/guardian may request a copy of the Act from the school District. Written and audio-visual educational materials used in comprehensive sexual health education and HIV prevention education are available for parent/guardian inspection. A parent/guardian may request in writing to the school District that his/her child be excused from comprehensive sexual health education and/or HIV prevention education. If the student's parent/guardian declines to permit the student to receive such instruction, an alternative educational activity must be made available to the student. These provisions do not apply to human reproductive organs which may appear in science textbooks, adopted pursuant to law.

Sexual health education is provided in Grades 5 and 7 in CUSD. Parent information sessions will be held annually prior to instruction.

**Civility Policy** - Board Policy 1313 promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District as well as the community, the Cupertino Union School District encourages positive communication and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor. (A copy of the full Board Policy 1313 is available in BoardDocs.)

**Student Substance Abuse Prevention** - Student substance abuse prevention and early identification and intervention programs for students are supported by the Board of Education to keep students free from the use of harmful drugs, alcohol, and tobacco. (Board Policy 5131.6)

**Mental Health Services** - The Cupertino Union School District wants to ensure that students, parents, and guardians are informed about resources available for

anyone who believes they are in a mental health crisis. There are a number of resources available in our community for students who struggle with social/emotional related issues. If your child experiences social/emotional challenges or you suspect that another student is struggling, please contact your school administrator or Student Support Services at (408)252-3000 ext. 61116. (AB 2022 Student Support Mental Health Services, notification) The District will distribute digitized mental health poster online to students in grades 6 through 8.

**B. Parent and Pupil Rights Regarding Instruction, Instructional Materials and Testing** - State law requires that the District:

1. Provides that all instructional materials and assessments, including books, teacher's manuals, films, tapes, and software must be made available for inspection by a parent. These materials need to be made available for "inspection" in a reasonable time frame or in accordance with procedures determined by the governing board.
2. Grants parents the right to observe any instruction or other school activity involving their child. The parent must put this request in writing and the school District must accommodate this request within a reasonable time. The District's Administrative Regulation 1250 states: Observations of students/student programs/school activities can be disruptive to the school environment. As a general matter, to minimize interruption of the instructional program, school site or student observations by non-school staff should be limited to 45 minutes of observation per month. The observer should be accompanied by an appropriate professional during the observation. However, this time may be increased/decreased by school sites depending on the particular circumstances of each observation request, including but not limited to the requirement of Education Code 56329.
3. Prohibits a student from being compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This provision does not relieve students of any obligation to complete regular classroom assignments.
4. Prohibits a student from being tested for a behavioral, mental, or emotional evaluation without the informed written consent of the student's parent or guardian.
5. Prohibits, notwithstanding provisions of law to the contrary, a school from requiring a student, or student's family, to submit to any of the following: any assessment or monitoring of the student's home life; any form of parental screening or testing; any home-based counseling, parent training, or family education service plan.
6. Informs students of their right to object to participate in a particular project involving the harmful or destructive use of animals. Any 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. (Ed. Code § 32255 et seq.)
7. Informed, at least once, in advance of career counseling and course selection commencing with course selection for grade 7 so that you may participate in the counseling sessions and decisions. (Ed. Code § 221.5(d).)

**C. Home/Hospital Instruction** - To have your child with a temporary disability receive individual instruction if attendance in the regular day classes or alternative education program in which the student is enrolled is impossible or inadvisable. Individual instruction may be provided at the student's home, in a hospital, or other residential health facility. When a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the school District where the student attends, resides, and/or where the student receives care if an individualized instruction program is desired.

"Temporary disability" means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program to which the student can reasonably be expected to return. "Temporary disability" does not include a disability that would qualify a student as a "student with exceptional needs" under Education Code section 56026.

A school District may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or other residential health facility in order to facilitate the timely reentry of the pupil in their prior school after the hospitalization has ended, or in order to provide a partial week of instruction to a pupil who is receiving individual instruction in a hospital or other residential health facility, for fewer than five days of instruction per week, or the equivalent, as described in subdivision (c) of Section 48206.3.

A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school District in which the pupil's parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school District in which the hospital is located. It is the primary responsibility of a parent or guardian of a student with a temporary disability to notify the school District in which the student is deemed to reside due to the student's presence in a qualifying hospital. Once the parent has notified the District in which the hospital is located of the student's presence in the qualifying hospital, the District has five working days to determine whether the student will be able to receive individual instruction, and, if so, when the individual instruction may commence. Individual instruction must commence within five working days of that determination.

Individual instruction in a student's home must commence no later than five working days after a school District determines that the student shall receive this instruction. The school District providing the instruction may enter into an agreement with the school District which the student previously attended to have that school District provide the student with individual instruction.

When a student receiving individual instruction is well enough to return to school, they must be allowed to return to the school that they attended immediately before receiving individual instruction, if the student returns during the school year in which the individual instruction was initiated.

Students enrolled in individual instruction in a hospital or other residential health facility for a partial week, are entitled to attend school in their school District of residence, or to receive individual instruction provided by the school District of residence in the student's home, on days in which they are not receiving individual instruction in a hospital or other residential health facility, if they are well enough to do so.

Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program. (Ed. Code §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48240 (c) and 48980(b).)

**D. Special Education** - Parents have the right 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. (Ed. Code §56000, et seq.) A parent who suspects his or her child is an individual with exceptional needs may request assessment for special education and related services should contact their school principal. (Ed. Code § 56301.)

**E. California Healthy Kids Survey (CHKS)** - The CHKS may be given bi-annually to students in grades 5 and 7. The survey data collected assists the District and schools in: (1) fostering positive school climates and engagement in learning; (2) preventing youth health-risk behaviors; and (3) promoting positive youth development. Parents may opt-out their child by contacting the school principal in writing.

**F. Personal Beliefs** - Personal beliefs of students or parents are not explored through a test, questionnaire, survey, or examination which has questions about the student or his/her parents' personal beliefs, sexual practices, family life, morality, and religion without written permission by the parent or guardian. (California Education Code Section 51513.)

**G. Teacher Qualifications** - Parents have a right to request information regarding the professional qualifications of their child's teacher or any paraprofessional serving their child. (20 U.S.C. § 6312.; 34 CFR 200.48.)

**H. Accessibility** - Federal and state laws require that all school activities or school related activities shall be accessible to all students, including students with disabilities, to the maximum extent possible. (California Education Code Sections 56001(g) and 34 CFR 300.114)

**I. Language Translation** - Parents/Guardians may request language translation services by notifying their school administration. [ParentSquare <http://www.parentsquare.com>](https://www.parentsquare.com), the CUSD communication tool, allows you to communicate in the language you prefer (receive **and** send communication via email, web platform, app, and/or text to CUSD staff). Directions on how to set your preferred language can be found [here](#)



<https://parentsquare.zendesk.com/hc/en-us/articles/217446746-Language-Settings>> . PermissionClick, a CUSD form tool used for the Opening Day Packet and Field Trips, may also be translated to your preferred language. To view the PermissionClick form in your preferred language, click on the "Select Language" dropdown in the upper right corner.

You have the right to request a course outline describing the curriculum, including titles, descriptions, and instructional aims of every course offered by your child's school. (Ed. Code § 49091.14.)

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5. Prohibits, notwithstanding provisions of law to the contrary, a school from requiring a student, or student's family, to submit to any of the following: any assessment or monitoring of the student's home life; any form of parental screening or testing; any home-based counseling, parent training, or family education service plan.
6. Informs students of their right to object to participate in a particular project involving the harmful or destructive use of animals. Any 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. (Ed. Code § 32255 et seq.)
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Individual instruction in a student's home must commence no later than five working days after a school District determines that the student shall receive this instruction. The school District providing the instruction may enter into an agreement with the school District which the student previously attended to have that school District provide the student with individual instruction.

When a student receiving individual instruction is well enough to return to school, they must be allowed to return to the school that they attended immediately



before receiving individual instruction, if the student returns during the school year in which the individual instruction was initiated.

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Absences from the student's regular school program due to the student's temporary disability are excused until the student is able to return to the regular school program. (Ed. Code §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48240 (c) and 48980(b).)

- D. **Special Education** - 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. (Ed. Code §56000, et seq.) A parent who suspects his or her child is an individual with exceptional needs may request assessment for special education and related services. (Ed. Code § 56301.)
- E. **California Healthy Kids Survey (CHKS)** - The CHKS may be given bi-annually to students in grades 5 and 7. The survey data collected assists the District and schools in: (1) fostering positive school climates and engagement in learning; (2) preventing youth health-risk behaviors; and (3) promoting positive youth development.
- F. **Personal Beliefs** - Personal beliefs of students or parents are not explored through a test, questionnaire, survey, or examination which has questions about the student or his/her parents' personal beliefs, sexual practices, family life, morality, and religion without written permission by the parent or guardian. (California Education Code Section 51513.)
- G. **Teacher Qualifications** - Parents have a right to request information regarding the professional qualifications of their child's teacher or any paraprofessional serving their child. (20 U.S.C. § 6312.; 34 CFR 200.48.)
- H. **Accessibility** - Federal and state laws require that all school activities or school related activities shall be accessible to all students, including students with disabilities, to the maximum extent possible. (California Education Code Sections 56001(g) and 34 CFR 300.114)
- I. **Language Translation** - Parents/Guardians may request language translation services by notifying their school administration. [ParentSquare <http://www.parentsquare.com>](https://www.parentsquare.com), the CUSD communication tool, allows you to communicate in the language you prefer (receive **and** send communication via email, web platform, app, and/or text to CUSD staff). Directions on how to set your preferred language can be found [here <https://parentsquare.zendesk.com/hc/en-us/articles/217446746-Language-Settings>](https://parentsquare.zendesk.com/hc/en-us/articles/217446746-Language-Settings). PermissionClick, a CUSD form tool used for the Opening Day Packet and Field Trips, may also be translated to your preferred language. To view the PermissionClick form in your preferred language, click on the "Select Language" dropdown in the upper right corner.

You have the right to request a course outline describing the curriculum, including titles, descriptions, and instructional aims of every course offered by your child's school. (Ed. Code § 49091.14.)

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## VII. Complaint Procedures

**Nondiscrimination** - The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

All students have the right to a free public education, regardless of immigration status or religious beliefs. For more information, please see the resources developed by the California Attorney General at <https://www.oag.ca.gov/immigrant/rights> <<https://www.oag.ca.gov/immigrant/rights>> . (Ed. Code § 234.7.)

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination (such as discriminatory harassment, intimidation, and/or bullying).

This prohibition on discrimination (such as discriminatory harassment, intimidation, or bullying) applies to all acts related to a school activity or school attendance.

In most cases, dissatisfaction with a student, employee, instructional program, or District condition can be resolved by contacting the staff member closest to, or responsible for, the circumstances. For example, if a parent was concerned about a teacher's decision and how it affects a student, the first point of contact would be with the teacher. Directly communicating with the person in question is often the only recourse necessary for problem resolution. Complaints that cannot be resolved through informal discussion with the person(s) most directly involved should be referred to the school site principal or department manager who is most directly concerned. **The following complaint procedures are available:**

**Uniform Complaint Procedures**

Uniform complaint procedures shall be followed when addressing complaints alleging unlawful discrimination or failure to comply with state and/or federal laws in consolidated categorical aid programs, child care and developmental programs, child nutrition programs, and special education programs. Parents may address complaints to the Associate Superintendent of Human Resources, Cupertino Union School District, 10301 Vista Drive, Cupertino, CA 95014. (California Code of Regulations, Title 5, Section 4600 and 4610)

**Williams Uniform Complaint Procedures**

The Williams Uniform Complaint Procedures establish policies and procedures regarding deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy or mis-assignment. This process encompasses complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment. Complaints should be addressed to the Associate Superintendent of Human Resources, Cupertino Union School District, 10301 Vista Drive, Cupertino, CA 95014. (Board Policy 1312.2)

**Complaints Against Personnel**

For personnel complaints not covered by Uniform Complaint Procedures, parents may request a copy of Complaints Against Personnel (Board Policy 1312.1) by contacting the Associate Superintendent, Human Resources, Cupertino Union School District, 10301 Vista Drive, Cupertino, Ca. 95014.

**General Complaints**

The General Complaint Procedures are for any staff member, parent, student, community member, or applicant who has a complaint regarding a practice, policy, or other condition of the District problems and concerns not listed above. (Board Policy 1312)

**Pupil Fee Noncompliance**

Complaints regarding the imposition of pupil fees for participation in educational activities may be filed with the school principal and may be submitted anonymously. If the complainant is not satisfied with the District's decision, the complainant may appeal to the California Department of Education (CDE) and receive a written decision from the CDE within 60 days. (Ed. Code § 49013.)

A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred. Complaints other than complaints relating to pupil fees must be filed in writing with the following Compliance Officer:

**Associate Superintendent of Human Resources  
Cupertino Union School District 10301 Vista Drive  
Cupertino, CA 95014  
(408) 252-3000, Ext. 61211**

The Associate Superintendent of Human Resources may assign secondary compliance officers to investigate and resolve complaints.

\*Complaints of noncompliance with laws relating to pupil fees are filed with the principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

**Local Control Accountability Plan (LCAP) Noncompliance** - School Districts, charter schools and county offices of education are required to adopt and annually update their LCAPs. The public has the opportunity to submit written comments regarding specific actions and expenditures in proposed plan or annual update. (Ed. Code 52062.)

**Special Education Due Process Complaints** - Special education due process complaints are filed with the Office of Administrative Hearings. Please refer to the special education Notice of Procedural Safeguards for further information. If not provided, this Notice may be obtained by contacting the Director of Special Education, Cupertino Union School District. (California Code of Regulations, Title 5, Section 3080 et seq.)

**Grievance Procedures** - The following position is designated Coordinator for Nondiscrimination to handle formal, written, uniform complaints regarding discrimination (such as discriminatory harassment, intimidation, and/or bullying) and to answer inquiries regarding the District's nondiscrimination policies:

**Associate Superintendent of Human Resources  
Cupertino Union School District 10301 Vista Drive  
Cupertino, CA 95014  
(408) 252-3000, Ext. 61211**

Any student who feels that he/she has been subjected to discrimination (such as discriminatory harassment, intimidation, or bullying) can immediately contact the Coordinator, the principal, or any other staff member to report such activity. In addition, any student who observes any such incident may report the incident to the Coordinator, principal, or any other staff member, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination (such as discriminatory harassment, intimidation, or bullying) shall report the incident to the Coordinator or principal, whether or not the victim files a complaint. In addition, the observing employee shall take immediate steps to intervene when safe to do so.

The identity of a complainant alleging discrimination (such as discriminatory harassment, intimidation, and/or bullying) shall remain confidential, as appropriate.

Upon receiving a formal, written complaint of discrimination, staff members should forward the complaint to the site Principal, who will then forward the complaint to the Coordinator. The Coordinator shall investigate the complaint in accordance with the District's Uniform Complaint Procedures or shall designate another individual to conduct such an investigation. Following receipt of the District's report, the complainant's appeal rights are as specified in the District's Uniform Complaint Procedures.

**Equal Opportunity Employer** - The Cupertino Union School District provides equal opportunity in employment and access to school programs for all persons regardless of race, sex, religion, color, national origin, ethnic group, age, marital or parental status, physical or mental disability, or any other unlawful consideration in every aspect of personnel policy, practice, and program accessibility as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Complaints may be addressed to the **Associate Superintendent, Human Resources, Cupertino Union School District, 10301 Vista Drive, Cupertino, CA 95014.**

A copy of the Cupertino Union School District's UCP policy and complaint procedures shall be available free of charge.

The UCP procedures, including the rights of foster and homeless youth, are posted at each school site.

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## **VIII. Other Parent/Pupil Rights**

State laws also provide the following parent and pupil rights and responsibilities:

- a. To observe in their child's classroom (upon reasonable notice) following Administrative Regulation 5020;
- b. To meet with their child's teacher and the school principal (upon reasonable notice);
- c. To volunteer their time and resources at the school;
- d. To be notified on a timely basis if their child is absent from school without permission;
- e. To be notified concerning their child's classroom and standardized test performance;
- f. To be informed  
of their child's progress and appropriate school personnel to contact in the event of problems;
- g. To receive information concerning expectations for student learning; and
- h. To review personally identifiable information in the pupil's records and correct erroneous information, in accordance with the process defined by a vendor who may access, use, store, or manage pupil records under an active software or cloud-based services contract.

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## Parent/Guardian Acknowledgment

By signing below, I acknowledge that I have reviewed the **Pupil/Parent Rights and Responsibilities**. Type your first and last name

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## Miscellaneous

### Personal Technology Devices

Students may possess technology devices including cellular phones, smart watches (may be on in airplane mode) and tablets, under specific conditions. Personal technology devices must be turned off during the school day, including recess, passing periods, brunch, and lunch (prohibition on ringing or vibrating) and must be kept in the student's purse or backpack at all times. Personal technology devices may be used for a valid instructional or other school-related purpose as determined by the teacher or other District employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. Failure to abide by this policy may result in the personal technology device being confiscated and the loss of personal technology devices possession privileges at the discretion of the site administrator.

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### Recognition of Diversity

In support of a quality education for the benefit of all students, the Cupertino Union School District embraces human diversity as an important value of the District. Students, parents, and staff should cultivate attitudes, acquire knowledge, and master skills which promote mutual respect and understanding among all people regardless of their ethnic background, beliefs, gender, or cultural heritage. School personnel shall provide a number of positive experiences which promote student and staff awareness of and respect for all cultures.

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### School Accountability Report Cards (SARC)

School Accountability Report Cards are available on the District's web page at [www.cusdk8.org](http://www.cusdk8.org) <<http://www.cusdk8.org>> and in school offices upon request. The SARC contains information about the District and school, including the quality of programs and the school's academic achievements. They are updated annually. (California Education Code Section 33126)

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### California Assessment of Student Performance and Progress (CAASPP) Exemption

Each year, parents and guardians will be notified regarding their student's participation in the CAASPP assessment system (Grades 3rd-8th). Parents and guardians wanting to excuse their children from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis. If you have any questions, please contact your appropriate site Principal. (Ed. Code § 60615; 5 CCR § 852.)

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### English Language Development

English Learner students receive services by appropriately trained teachers within the general education classroom using Structured English Immersion. The District's English Language Development program maintains high-expectations for student achievement, which is provided in a supportive and positive environment.

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### Mandated Reporting of Child Abuse

Guidelines for parents to report suspected child abuse by school District employees or other persons against a student at a school site may be obtained by calling a Director of Student Support Services. (California Education Code Section 33308.1)

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### Nonpublic School

- A. **Nonpublic School Placement** - Nonpublic, nonsectarian schooling is available for a student with disabilities for whom a special education placement in a public school is unavailable or inappropriate. (California Education Code Section 56031)
- B. **Requirements for Nonpublic Placement** - If a parent/guardian is considering enrolling his/her disabled child in a private school at public expense without the consent or referral of the local educational agency, this is to inform you that a request for reimbursement of the cost of the private school placement may be reduced or denied unless you have met the following requirements:
  1. At the most recent IEP meeting that you attend prior to the removal of the child from the public school, you must inform the IEP team that you are rejecting the special education placement proposed by the public agency to provide a free appropriate public education. You must inform the IEP team of your concerns and state your intent to enroll your child in a private school at public expense; or
  2. Ten (10) business days (including any holidays that occur on a business day) prior to the removal of your child from the public school, you must give written notice to the public agency that you are rejecting the placement proposed by the public agency to provide a free appropriate public education, stating your concerns with the public agency's placement, and that you intend to enroll your child in a private school at public expense.

Prior to your removal of the child from the public school, you must make the child available for evaluation by the public agency if the agency informs you, through appropriate notice requirements, of its intent to evaluate the child including a reasonable statement of the purpose of the evaluation.

Further reimbursement may be limited or denied if a court determines that your actions were unreasonable. (California Education Code Section 56176)

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### Code of Conduct for Employee Pupil Interactions

The Board of Education expects District employees to maintain the highest ethical standards, behave professionally, follow District policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the District, advances the goals of the District's educational programs, and contributes to a positive school climate.

The Board encourages District employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of District students.

**Inappropriate Conduct** - Inappropriate employee conduct includes, but is not limited to:

- Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
- Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
- Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
- Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
- Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
- Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
- Willfully disrupting District or school operations by loud or unreasonable noise or other action
- Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on District property, or at a school-sponsored activity
- Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records
- Divulging confidential information about students, District employees, or District operations to persons or entities not authorized to receive the information
- Using District equipment or other District resources for the employee's own commercial purposes or for political activities
- Using District equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of District technological resources at any time without the employee's consent.

- Causing damage to or engaging in theft of property belonging to students, staff, or the District
- Wearing inappropriate attire

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## Asbestos / Pesticide Notification

### Asbestos Hazard Emergency Response Act

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires all primary and secondary schools to be inspected for asbestos-containing building materials. AHERA further requires that school Districts develop and implement a plan to safely manage any asbestos-containing materials found to be present.

Schools in the Cupertino Union School District have been inspected and assessed by an accredited asbestos contractor. The inspection report filed by the contractor identifies the location, amount, condition, accessibility, the potential for disturbance, and other pertinent information on any asbestos found. The report also certifies that there is no immediate health hazard from asbestos-containing materials in our schools.

Copies of a school's inspection report, as well as the District management plan, are on file in the school office should you wish to review them during school hours. The District management plan also is available for review at the District Office. If you have any questions or comments, please contact your school principal or call the Chief Business Officer at (408) 252-3000. <https://www.cusdk8.org/about-us/annual-reports/pesticide-notification>

[Annual Pesticide Notification](https://www.cusdk8.org/about-us/annual-reports/pesticide-notification) <https://www.cusdk8.org/about-us/annual-reports/pesticide-notification>

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## Lunch Program & Free and Reduced-Price Meal Program

<https://www.cusdk8.org/departments/student-nutrition>

Information and applications for participation in the Free and Reduced Lunch Program offered by the District to provide nutritional meals to eligible students can be found here: <https://www.cusdk8.org/departments/student-nutrition> <https://www.cusdk8.org/departments/student-nutrition>. Information regarding the District's meal payment policy can be found on its website.

## School Funding Form

Parent/Guardian Response Needed

To help make sure your school and your student get the resources they need, such as breakfast and lunch, please complete the school funding form. This form is very important to your child's school receiving the appropriate funding from the California Department of Education based on the information you provide. The information submitted on this form is confidential.

Household Last Name

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Phone Number

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Determine your TOTAL Household Income based on one of the following: yearly, monthly, twice per month, every two weeks, or weekly income. (See below for additional instructions.)

1. Determine the TOTAL number of individuals living in your household (in the far left column below) supported by the Total Household Income you are reporting.
2. Determine the TOTAL household income below that reflects that income.

*Example: If your household size is "4" (e.g., two adults and two children) and your total household income is \$28,000 a year (e.g., income of both adults), then your income falls within Category 1 because your total household income of \$28,000 a year is less than \$39,000.*

Total Household Income - Category 1 INCOME DOES NOT EXCEED					
Household Size	Yearly	Monthly	Twice per month	Every two weeks	Weekly
1	\$18,954	\$1,580	\$790	\$729	\$365
2	\$25,636	\$2,137	\$1,069	\$986	\$493
3	\$32,318	\$2,694	\$1,347	\$1,243	\$622
4	\$39,000	\$3,250	\$1,625	\$1,500	\$750
5	\$45,682	\$3,807	\$1,904	\$1,757	\$879
6	\$52,364	\$4,364	\$2,182	\$2,014	\$1,007
7	\$59,046	\$4,921	\$2,461	\$2,271	\$1,136
8	\$65,728	\$5,478	\$2,739	\$2,528	\$1,264
For each additional family member over 8, add:					
	\$6,682	\$557	\$279	\$257	\$129

Total Household Income - Category 2 INCOME DOES NOT EXCEED					
Household Size	Yearly	Monthly	Twice per month	Every two weeks	Weekly
1	\$26,973	\$2,248	\$1,124	\$1,038	\$519
2	\$36,482	\$3,041	\$1,521	\$1,404	\$702
3	\$45,991	\$3,833	\$1,917	\$1,769	\$885
4	\$55,500	\$4,625	\$2,313	\$2,135	\$1,068
5	\$65,009	\$5,418	\$2,709	\$2,501	\$1,251
6	\$74,518	\$6,210	\$3,105	\$2,867	\$1,434
7	\$84,027	\$7,003	\$3,502	\$3,232	\$1,616
8	\$93,536	\$7,795	\$3,898	\$3,598	\$1,799
For each additional family member over 8, add:					
	\$9,509	\$728	\$364	\$336	\$168

**Who should I include in "Household Size"?**

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends), who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do not include them.

**What is included in "Total Household Income"? Total Household Income includes all of the following:**

- Gross earnings from work: Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub, or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned businesses, farms, or rental income.
- Welfare, Child Support, Alimony: Include the amount each person living in your household receives from these sources, including any amount received from CalWORKS.
- Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits: Include the amount each person living in your household receives from these sources.
- All Other Income: Include worker's compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits, and foster payments received by your household.
- Military Housing Allowances and Combat Pay: Include off-base housing allowances. Do not include Military Privatized Housing Initiative or combat pay.
- Overtime Pay: Include overtime pay ONLY if you receive it on a regular basis.

**Do I report household income received on a yearly, monthly, twice-a-month, every two weeks, or weekly basis?**

- You may report household income using whatever frequency you receive it.
- When reporting total household income on a yearly basis, report the yearly income for the current year. When reporting income on a monthly, twice per month, every two weeks, or weekly basis, report the income from your most recent paycheck.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, use \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

Based on the tables above, your Total Household Income (Select one) falls within Category 1 / falls within Category 2 / falls within Neither Category. The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records, including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution. (Select one)

☐ Falls within Category 1 ☐ Falls within Category 2 ☐ Falls within Neither Category

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## McKinney-Vento Act

The Cupertino Union School District deeply cares about each member of our community and wants to ensure that we are connecting our community with the resources they may need. We wanted to take this opportunity to reach out and support any of our families that may be experiencing a housing transition. We understand that times are tough right now, and therefore your living conditions may have changed and thus qualifying you for more services. If your family is currently struggling with a loss of housing due to economic hardship, your students may qualify for services.

**Please complete the linked form and submit it if any of the following apply:**

- Live in a house or apartment with more than one family because of economic hardship or loss
- Live in a motel, hotel, or weekly rate housing
- Live in a shelter (family, domestic violence, or youth shelter or transitional living program)
- Live in an abandoned building, in a car, at a campground, or on the street
- Live in housing without electricity, water, or heat
- Live with friends or family because you are a runaway or an unaccompanied youth
- Are housing a child through temporary foster care, or are housing a child that you are not the parent or guardian of

Any of the above living conditions will not affect your child's ability to continue attending CUSD schools. We can connect you with resources if any of the above apply.

<<https://permission.click/9xjWe/us>>

<https://permission.click/9xjWe/us> <<https://permission.click/9xjWe/us>>

If you are uncomfortable filling out the form and would prefer to speak confidentially to someone, our Student Support Staff would be happy to assist. Please contact Kari Ito, Director Student Support Services, at (408) 252- 3000 x61116 or by email at [ito\\_kari@cusdk8.org](mailto:ito_kari@cusdk8.org) to further discuss your situation.

## Pupil Fees / Deposits / Charges

The California Constitution mandates that public education is provided to students free of charge unless the law authorizes a fee explicitly for a particular program or activity. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular and regardless of whether credit is awarded for the educational activity. A process that allows for a waiver process for an otherwise mandatory fee, charge, or deposit does not render it constitutionally permissible.

The California Department of Education regulations provide that students "shall not be required to pay any fee, deposit or other charge" for educational or extracurricular activities unless the fee is expressly authorized by law." (CA Code of Regs., Title 5, sec. 350)

Under Education Code section 35330, fees related to field trips are considered permissible fees. Fees under this provision include those for field trips or excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities. Although the Education Code allows a District to charge a fee for the direct transportation costs and other costs incurred in association with a field trip, a student may not be denied the opportunity to participate in the field trip for failure to pay the fee.

The law does allow the District to request voluntary parent donations to support school activities. The law also allows the District to ask students to assist with fundraising. Fundraising is voluntary, and no child will be denied participation due to a lack of participation in the fundraising activities.

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## Volunteering / Visitors

- A. **Volunteering** - The CUSD Board of Education recognizes and appreciates that volunteer assistance in schools can significantly enrich the educational program, increase supervision of students, contribute to school safety, and strengthen a school's relationship with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students. The Board, in compliance with California Education Code Section 35021, requires school volunteers to be screened and authorized to volunteer. A volunteer shall obtain fingerprinting clearance through the Department of Justice & Federal Bureau of Investigation. Also, volunteers who will have frequent or prolonged contact with students must be TB tested and cleared. Additional information is available on the District's website at <https://www.cusdk8.org/volunteering> <<https://www.cusdk8.org/volunteering>> .

- B. **Visitors** - All visitors to a school site are required to sign in with the school office and must wear school site visitor identification. Permission to visit is at the school administration's discretion, and school officials may refuse access to any visitor if there is a reasonable belief their presence would be disruptive to the school site.

Go to <https://cusdk8.info/covidguidelines> <<https://cusdk8.info/covidguidelines>> for current health and safety guidelines for volunteers and visitors.

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## Employment

CUSD has openings for on-call, part-time, and permanent positions. If you are interested, go to: <http://edjoin.org/CupertinoUSD> <<http://edjoin.org/CupertinoUSD>> .

## Additional Resources

### About CUSD

- A. **Board Information** - The Cupertino Union School District is governed by a five-member, at large, Board of Education. Each Board Member is elected by the community and serves a four-year term. Board elections are held biennially in November of even-numbered years.

The Board of Education welcomes all members of the Cupertino Union School District community to attend and participate in Board Meetings. All regular meetings of the Board of Education are open to the public.

Board members, meeting dates, agendas, and videos are available at <https://www.boarddocs.com/ca/cusdk8/Board.nsf/vpublic?open> <<https://www.boarddocs.com/ca/cusdk8/Board.nsf/vpublic?open>> .

- B. **Strategic Plan** - The District's Strategic Plan is available here: <https://www.cusdk8.org/about-us/strategic-plan> <<https://www.cusdk8.org/about-us/strategic-plan>>

- C. **Academic Calendar** - The academic calendar is available on the District website at <https://www.cusdk8.org/about-us/calendar> <<https://www.cusdk8.org/about-us/calendar>> .
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## Communication



## ParentSquare

CUSD's Main Communication Tool

ParentSquare, <http://www.parentsquare.com> <<http://www.parentsquare.com>> is a communication platform that allows you to:

- Receive District, school, classroom, and group communication via email, text, or app
- Communicate in the language you prefer (for example, receive and reply in a language of your choice, but the teacher gets the reply in English)
- Receive communications at the time you prefer - immediately or daily digest
- View District, school, and classroom information
- View calendars
- Complete forms

You can use ParentSquare on any device. Download the free mobile app for iOS for Android.

You can also use it from a computer by accessing the **ParentSquare website** <<http://www.parentsquare.com>> **at** <http://www.parentsquare.com> <<http://www.parentsquare.com>> .

As stated above, ParentSquare can send communications in your preferred language if desired; you can set your language preference below. This can be changed at anytime on the ParentSquare app or [www.parentsquare.com](http://www.parentsquare.com). (Select one)

☐ English ☐ Spanish ☐ Mandarin ☐ Korean ☐ Japanese ☐ Vietnamese ☐ Hebrew ☐ Hindi ☐ Russian ☐ Telugu ☐ Tamil  
☐ Marathi ☐ Kannada

## PermissionClick

Form Tool

The Cupertino Union School District uses PermissionClick to send digital forms. You can expect forms like this Annual Notice, Field Trip permission slips, and more to be sent to your email via PermissionClick.

**PermissionClick forms are sent to the parent listed as Parent #1 in Synergy, our Student Information System.** To update which parent is listed as #1, [contact your school site office](#).

To view the PermissionClick form in your preferred language, click on the "Select Language" dropdown in the upper right corner.

## PeachJar

Digital Flyers

The Cupertino Union School District uses PeachJar to deliver digital flyers to parents with information about after-school & school-related activities. School-specific activities can be found by clicking on the link at the bottom of the school site's webpage. Parents/Guardians have the ability to unsubscribe from PeachJar by clicking "unsubscribe" on any PeachJar email received.

## Cupertino Educational Endowment Foundation (CEEF)

Cupertino Educational Endowment Foundation (CEEF) is committed to supporting outstanding Public Education for students in the Cupertino Union School District (CUSD). CEEF works in partnership with CUSD, parents, and the community to raise funds for excellent educational programs that are beyond what is possible through federal and state funding.

CEEF is an independent 501(c)(3) nonprofit corporation founded in 1984. Led by a volunteer board of community leaders, its mission is to raise and leverage private support to provide stable, sustainable funding that ensures ongoing excellence and enriches the educational program for all students in the Cupertino Union School District. Over the last 35 years, CEEF has funded enhancement programs, including classroom music, arts, math, and technology; bolstered classroom excellence by supporting innovative professional development for teachers; and partnered with parents and the community to protect teachers' jobs and sustain great education in CUSD.

CEEF requests the parent/guardian name(s) and email address(es) associated with your student. Do you give CUSD permission to share this information with CEEF? ☐ Yes ☐ No

## Insurance

### Voluntary Low-Cost Student Accident & Sickness Insurance Program Information

The safety of our students is one of our most important concerns. Even so, accidents do happen, and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive. As a service to you and your children, the District has joined thousands of others by providing parents with information on voluntary purchase, low-cost student accident, and sickness insurance programs. Information from Myers-Stevens & Toohey & Co., Inc., a firm specializing in such coverage for 52 years, can be found at <https://www.cusdk8.org/departments/student-support-services/low-cost-student-insurance> <<https://www.cusdk8.org/departments/student-support-services/low-cost-student-insurance>> (Please note that insurance plans are also available for purchase through companies other than Myers-Stevens & Toohey & Co., Inc.)

Click below for the Insurance packet in your desired language.

[English](https://www.cusdk8.org/fs/resource-manager/view/8ebbea09-bb28-4338-b646-9715883fb2e5) <<https://www.cusdk8.org/fs/resource-manager/view/8ebbea09-bb28-4338-b646-9715883fb2e5>> \_

[Spanish](https://www.cusdk8.org/fs/resource-manager/view/1bfa4805-d3fe-4a37-951e-37a549b1a024) <<https://www.cusdk8.org/fs/resource-manager/view/1bfa4805-d3fe-4a37-951e-37a549b1a024>>

[Mandarin](https://www.cusdk8.org/fs/resource-manager/view/42373c7d-7096-4b40-b60f-e93518fcdbbb) <<https://www.cusdk8.org/fs/resource-manager/view/42373c7d-7096-4b40-b60f-e93518fcdbbb>> \_ <<https://www.cusdk8.org/fs/resource-manager/view/2a76d5b7-cae0-44bb-944f%2039e8eafae2ef>>

<<https://www.cusdk8.org/fs/resource-manager/view/2a76d5b7-cae0-44bb-944f%2039e8eafae2ef>>

[Vietnamese](https://www.cusdk8.org/fs/resource-manager/view/2a76d5b7-cae0-44bb-944f%2039e8eafae2ef) <<https://www.cusdk8.org/fs/resource-manager/view/2a76d5b7-cae0-44bb-944f%2039e8eafae2ef>> <<https://www.cusdk8.org/fs/resource-manager/view/6ede86d1-3f5c-435f-a4e3-8dac311da71c>>

<<https://www.cusdk8.org/fs/resource-manager/view/6ede86d1-3f5c-435f-a4e3-8dac311da71c>>

[Korean](https://www.cusdk8.org/fs/resource-manager/view/6ede86d1-3f5c-435f-a4e3-8dac311da71c) <<https://www.cusdk8.org/fs/resource-manager/view/6ede86d1-3f5c-435f-a4e3-8dac311da71c>> \_

<<https://drive.google.com/file/d/1uLRAKxKYKpTdqc242MByvYNyATlpWFB/view?%20usp=sharing>>

<<https://drive.google.com/file/d/1uLRAKxKYKpTdqc242MByvYNyATlpWFB/view?%20usp=sharing>>

[Russian](https://drive.google.com/file/d/1uLRAKxKYKpTdqc242MByvYNyATlpWFB/view?%20usp=sharing) <<https://drive.google.com/file/d/1uLRAKxKYKpTdqc242MByvYNyATlpWFB/view?%20usp=sharing>> \_

Please provide your answers to the child specific questions below

## Responsible Use of Technology

### Parent/Guardian Acknowledgement Needed

1. **Purpose** - The Cupertino Union School District (CUSD) is committed to providing our students access to instructional technology tools. The use of technology for the purpose of instruction provides our students with learning opportunities that extend well beyond the walls of the classroom. For students, the use of technology in the classroom is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. Learning how to use technology is a vital part of creating exemplary learners with the skills to succeed in the 21st century. Unless granted permission to do so by a teacher, administrator, or staff member for instructional purposes, the use of personal technology devices is not permitted during school hours.
2. **Technology Safety** - Precautions are taken to ensure that technology in the classroom is being used in an appropriate manner. Students are instructed in the appropriate use and are supervised while using technology for instructional purposes. Bullying, including cyberbullying, is not tolerated from either school or home and may result in disciplinary action, which may include suspension and/or recommendation for expulsion. Also, when appropriate, local law enforcement may be involved.

The school District reserves the right to access all District-owned electronic devices and the information created by those devices. The District reserves the right to access all information that is sent by or to students and District employees. The use of personal devices on school property grants consent for search by the school administrator.

3. **Terms and Conditions - *Students Shall:***
  1. Use technology for the purpose of learning
  2. Communicate with others in a courteous and respectful manner
  3. Maintain the confidentiality of his/her personal name, address, phone number, password(s), and respect the same privacy of others
  4. Use only accounts provided by the school
  5. Save online gaming (not sanctioned by a teacher) and non-academic multimedia consumption for home, if permitted at home
  6. Report any incident of harassment to a supervising District employee
  7. Agree to the review of communications, data, and files by the Cupertino Union School District Comply with copyright laws and intellectual property rights of others
  8. Report any violation of this Responsible Use of Technology Policy to a supervising employee
  9. Respect the files of other students
  10. Follow recommended device use practices such as:
    1. Avoid resting devices directly on your lap - devices can generate significant heat
    2. Take frequent breaks when using the device for long periods of time. Look away from the screen approximately every fifteen to twenty minutes.
    3. Follow ergonomic best practices
4. **Terms and Conditions - *Students Shall: Students Shall Not:***
  1. Photograph or record students or staff members for non-instructional purposes and/or without their explicit permission
  2. Post or publish images and/or videos captured at the school site or school-related activities on social networking sites, blogs, and other websites.
  3. Cyberbully students or staff members or negatively impact the learning environment through the use of technology
  4. Log in to another student's account without his or her authorization
  5. Knowingly enter unauthorized networks or install software to tamper or destroy data
  6. Bypass the District's Internet filtering measures or restrictions set on devices
  7. Access or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material
  8. Install personal software on District devices
  9. Use technology for commercial, purchasing, or illegal purposes
  10. Use technology in any other manner that violates District policies
5. **Disclaimer** - Students are instructed on the appropriate use of technology in the classroom and are supervised while using technology for the purpose of instruction. Pursuant to the Children's Internet Protection Act, the District provides Internet filtering software to stop most unwanted material from appearing on devices accessing the District network. However, CUSD cannot guarantee that students will not access inappropriate materials on the Internet or misuse technology in the classroom, and the District cannot guarantee that all undesirable websites will be filtered.
6. **Damage or Loss** - The District specifically notes that any charges that are incurred by a user while using a District-issued device will be the responsibility of the user. All District devices are covered by a combination of District warranty, District liability insurance, and repairs provided by certified District technicians. Similar to the use of District textbooks and/or musical instruments, families assume responsibility for the use of any District-owned equipment/ materials issued to students. This policy is pursuant to CA ED CODE 48904 (referenced below). Students must immediately report any damage or loss of the device. If a device is stolen, lost, or damaged, CUSD will work with the family to determine the cost of repair or replacement.
7. **Discipline** - Technology is an academic tool and is not to be abused. Inappropriate use of technology may result in restricted use of instructional technology at the school site, school disciplinary action, and/or legal action.

### **Student-Friendly Language Version of Policy: Primary (Grades TK - 2)**

Category	Agreement
Digital Communication	<ul style="list-style-type: none"><li>• I will only share pictures, videos, and things in writing with other students about things that we are learning in school.</li></ul>
Digital Literacy	<ul style="list-style-type: none"><li>• I will use the technology at school for learning.</li></ul>

<b>Digital Etiquette</b>	<ul style="list-style-type: none"> <li>• I will only use technology for activities my teachers ask me to do.</li> <li>• I will always use my own account and never use another student's account.</li> </ul>
<b>Digital Law</b>	<ul style="list-style-type: none"> <li>• I will not copy other people's work.</li> </ul>
<b>Digital Rights and Responsibilities</b>	<ul style="list-style-type: none"> <li>• I will tell my teacher if anyone says or does something wrong with the technology.</li> <li>• I will get my teacher's permission before taking pictures or videos.</li> <li>• My teacher may look at all my work online.</li> </ul>
<b>Digital Security</b>	<ul style="list-style-type: none"> <li>• I will never share my password with anyone but my parents and teachers.</li> </ul>

**Student-Friendly Language Version of Policy: Upper (Grades 3 - 5)**

<b>Category</b>	<b>Agreement</b>
<b>Digital Communication</b>	<ul style="list-style-type: none"> <li>• I will only share images, videos, and things in writing with other students that are on school topics.</li> </ul>
<b>Digital Literacy</b>	<ul style="list-style-type: none"> <li>• I will use the technology at school for learning.</li> </ul>
<b>Digital Etiquette</b>	<ul style="list-style-type: none"> <li>• During school time, I will not use online games, videos, or interactive activities without my teacher's permission.</li> <li>• I will always use my own District-provided accounts and never use another student's or my personal account without teacher permission.</li> <li>• I will get permission before taking pictures or videos of other students.</li> <li>• I will not delete or change another student's work without permission.</li> <li>• I will only use technology for activities my teachers ask me to do.</li> </ul>
<b>Digital Law</b>	<ul style="list-style-type: none"> <li>• I will not copy or plagiarize another person's work, including text, images, or videos.</li> <li>• I will properly cite my sources for informational research projects or writing.</li> </ul>
<b>Digital Rights and Responsibilities</b>	<ul style="list-style-type: none"> <li>• I will get my teacher's permission before taking pictures or videos.</li> <li>• I will tell an adult when technology is not used correctly.</li> <li>• I will report to an adult any hurtful behavior, including bullying, that makes me or anyone else feel uncomfortable.</li> <li>• If I use technology inappropriately, my teacher may access the devices or accounts.</li> <li>• If I don't follow the rules, there may be consequences.</li> <li>• I will treat others with respect online and in the classroom.</li> </ul>
<b>Digital Security</b>	<ul style="list-style-type: none"> <li>• I will never share my password with anyone but my parents and teachers.</li> </ul>

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the CUSD Student Technology Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use CUSD technology and/or to access the school's computer/Chromebook/iPad network and the Internet. I understand that, despite the CUSD's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, CUSD, and District personnel against all claims, damages, and costs that may result from my child's use of CUSD technology or the failure of any technology protection measures used by the CUSD. Further, I accept full responsibility for supervision of my child's use of their access account if and when such access is not in the school setting. Type first name and last name.

## News Media and Social Media Opt-in/Opt-out Form

During the year, there are occasions when the news media are on our school campuses to interview, photograph, and videotape students for print and broadcast stories. Many of these stories are positive and highlight the good things happening in the Cupertino Union School District. However, there are times when the media seeks access to our schools on other issues. Our goal is to maintain student security and privacy. As with all visitors at our school sites, Board Policy 1112 (BP 1112) requires media representatives to register at the school office before entering campus. At this time, our staff will inform the media of our District guidelines and preferences indicated by the Multimedia Withhold Form. School officials may refuse access to any visitor if there is a reasonable belief their presence would be disruptive to the school site. The District uses the Multimedia Withhold Form to identify students who do not want their names or images in public news stories. This form only acts as a guide to media coverage and does not guarantee that your child will not be interviewed or photographed. In the case of special education students, BP 1112 states that special education students shall not be identified as a special education student without prior, written parent/guardian permission. By agreeing, you give permission for media representatives to publish/broadcast photographs, videos, and interviews identifying your child. (Select one)

☐ I give permission. ☐ I do NOT give permission.

During the school year, there may be times when your child could be featured in materials created and used to support Cupertino Union School District's (CUSD) effort to provide information or promote instructional excellence by sharing resources and facilitating communication. Examples include but are not limited to, blog articles about special events, reporting on school-produced performances, field trips, social media posts about awards earned, or photographs of students during normal school activities. In these cases, either employees of CUSD or their contracted professionals would produce the materials, and all efforts would be taken to ensure the responsible use of said materials. No public disclosure of a student's contact information would ever be made in these circumstances. By agreeing, you give permission for your child's first name, school work, and/or image to be used for any District or school social media platforms, including the District or school website or representatives, to publish / broadcast photographs, videos, and interviews identifying your child. (Select one)

☐ I give permission. ☐ I do NOT give permission.

Child's Full Name \*

Parent's Email Address \*

Parent's Full Name \*

Parent Signature