



PARENT/GUARDIAN ACKNOWLEDGMENT FORM

PLEASE COMPLETE, DETACH AND RETURN TO THE SCHOOL

STUDENT’S NAME _____

SCHOOL _____ **GRADE** _____

EMERGENCY

In the event of a catastrophic event such as an earthquake, the principal/site manager will decide if student release from school custody is or is not authorized. Adults calling for students must present identification or some form of verification before students will be released to them. Please list below the adults who are authorized to pick up your children from school in the event of any local disaster.

NAME _____ **PHONE** _____

For Students Grades 5-12

FAMILY LIFE-HIV/AIDS EDUCATION

The District Family Life/Sex Education Program is designed to help students understand the biological, psychological, social, moral and ethical aspects of human sexuality. This program provides information in human growth and development, physical and emotional changes that occur during adolescence and responsibilities that are part of their age group. The District Health Education Program includes age appropriate instruction about the Acquired Immunodeficiency Syndrome(AIDS) and the AIDS virus, HIV. This course will include information on the nature of AIDS and its effects on the human body, HIV transmission and prevention, community resources, decision-making and refusal skills, and public health issues. The Family Life and HIV/AIDS instructional programs follow the guidelines set forth by the California Education Code. Parents will be notified of the preview date of classroom materials and they will receive another consent form to complete once they have previewed the materials.

I want my child to receive Family Life/Sex Education instruction. [] YES [] NO

I want my child to receive HIV/AIDS Prevention instruction. [] YES [] NO



San Jose Unified School District

INTERNET/NETWORK USE AGREEMENT

PLEASE COMPLETE AND RETURN TO SCHOOL

PURPOSE:

San Jose Unified School District will use the Internet/Network as an educational tool and resource. The use of the Internet/Network is a privilege, not a right. All use of the Internet/ Network should be to further the student’s education and enrich the student’s educational resources.

EXPECTATIONS:

- Students are allowed to use the Internet/Network only as an educational source;
- Students are allowed to use the Internet/Network only after this agreement has been signed and returned to school;
- Students use is allowed under supervision of school site staff;
- Students may encounter material on the Internet that may be considered inappropriate; and
- San Jose Unified School District will make its best effort to limit access to inappropriate material on the Internet.

STUDENT RESPONSIBILITY:

- It is the responsibility of the student to pursue only material that is pertinent to the educational program; and
- The student will accept personal responsibility for reporting any misuse of the Internet/Network to the school staff.

CONSEQUENCES:

Inappropriate use of the Internet/Network will result in disciplinary action that may include:

- Revocation of network privileges and/or computer access;
- School suspension or expulsion;
- Legal action and/or lawsuit under civil law; and
- Legal action and/or prosecution under criminal law.

San Jose Unified School District Internet/Network Use Agreement 2008-2009

Please Print Student Last name

Student First name

I, _____, have read San Jose Unified School District’s Internet/Network use Agreement.

Student’s Signature

I, _____, have read San Jose Unified School District’s Internet/Network use Agreement

Parent/Guardian’s Signature.

Date



District Student Climate Survey Withdrawal Form

As part of our efforts to continually improve our student support systems and school climates, this year our annual climate survey will ask students to input their student ID. This will help us to better understand how students’ perceptions about the learning environments at their schools relate to academic achievement. If you would prefer that your student not take the survey, please fill out the form below and return it your child’s school.

Student Survey Withdrawal Form

By returning this form, I *do not* give permission for my child to be in the District’s Student Climate Survey.

My child’s name is: _____ School: _____.

Grade _____ Teachers’ Name: _____ Date: _____.

Parent or Guardian Signature: _____.

Espanol

Como parte de nuestros esfuerzos por mejorar continuamente los sistemas de apoyo para nuestros estudiantes y el ambiente de nuestras escuelas, este año nuestra encuesta anual de ambiente escolar les pedira a los estudiantes que escriban su numero de identificacion estudiantil en la encuesta. Esto nos ayudara a entender mejor como se relaciona la percepcion de los estudiantes de los ambientes de aprendizaje en sus escuelas con el logro academico. Si usted prefiere que su hijo/hija no participe en esta encuesta, por favor llene el formualrio aqui incluido y entreguelo a la escuela de su hijo/hija.

Formulario de no participacion en la encuesta estudiantil

Al entregar este formulario, yo no le doy permiso a mi hija/hijo de que participe en la Encuesta de Ambiente Escolar para Estudiantes del Distrito.

El nombre de mi hijo/hija es: _____ Escuela: _____.

Grado: _____ Nombre de su maestro(a): _____ Fecha: _____.

Firma de padre, madre ot tutor legal: _____.



CALIFORNIA HEALTHY KIDS SURVEY NOTIFICATION AND WITHDRAWAL FORM

Dear Parent or Guardian,

SEVENTH, NINTH, & ELEVENTH grade students are being asked to be a part of our school’s Healthy Kids Survey sponsored by the California Department of Education. This is a very important survey that will help promote better health among our youth and combat problems such as drug abuse and violence. Please read this form for information about the survey, and for instructions on how to withdraw your child. *If you do not want your child to complete the survey, you must notify your school.*

Survey Content. The survey gathers information on behaviors such as physical activity and nutritional habits; alcohol, tobacco, and other drug use; school safety; and environmental and individual strengths and assets. You may examine the questionnaire in the school office.

It is Voluntary. Your child does not have to take the survey. Students who participate only have to answer the questions they want to answer and they may stop taking it at any time.

It is Anonymous. No names will be recorded or attached to the survey forms or data. The results will be made available for analysis only under strict confidentiality controls.

Administration. The survey will be administered during the 2008/09 school year. It will take about one class period to complete and will be administered in one of your child’s classes.

Potential Risks. There are no known risks of physical harm to your child. Risks of psychological or social harm is very small. None have been reported in nine years of survey administration. In rare instances, some discomfort might be experienced from the questions. The school’s counseling services will be available to answer any personal questions that may materialize.

For Further Information. The survey was developed by WestEd, a public, non-profit educational institution. If you have any questions about this survey, or about your rights, call the district at (408) 535-6195.

If you do not want your child to participate, fill out the form below and return it to your child’s school.

CHKS Withdrawal Form

By returning this form, I *do not give permission* for my child to be in the Healthy Kids Survey.

My child’s name is: _____ School: _____

Grade: _____ Teacher’s Name: _____ Date: _____

Parent or Guardian Signature: _____

An Equal Opportunity Employer



SAN JOSE UNIFIED SCHOOL DISTRICT
2008-2009 School Year

Refusal to Be Photographed

Throughout the school year, the Public Information Office or members of the media may come to our classrooms or to school events in order to photograph students for our district publications and displays, website, news stories or other such purposes. Your child may appear in a photograph or a video, or his/her voice be recorded for radio. If you OBJECT to having your child televised, recorded or photographed, please sign below and return this form to the school office. If you have no objection, you need not return this form.

If you have objection, please return to Teacher or Homeroom.

Thank you for your cooperation.

Name of Child

Teacher or Homeroom

School

Signature of Parent/Guardian

Date



Parent/Guardian/Caregiver

Student Handbook Acknowledgement Form

“It has been said that life is a balancing of one’s rights and one’s responsibilities in order to promote the general welfare of all while at the same time developing one’s own potentials and pursuing life, liberty and the pursuit of happiness”—Anonymous

This Student and Parent Information Handbook is intended as a resource to parents, student, staff, and community. The Board of Education encourages and supports the collaborative efforts of parents and school personnel in providing a safe, orderly, and positive learning environment for students and other members of the school community.

All those who receive and use this handbook should note the equal importance of the student’s responsibility for his/her own acceptable behavior and the protection of a student’s rights to due process and to fair and just treatment. Please read and use this handbook to answer any questions.

By signing below at the parent/guardian/caregiver, I acknowledge receiving the annual Student, Parent, and Staff Information Handbook.

Name

Signature

Date



**ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES
CONSOLIDATED PROGRAMS AND GENERAL SCHOOL PROGRAMS**

(For a complete copy of the Uniform Complaint Procedures, refer to Board Policy and Administrative Regulations 1312.3)

The San Jose Unified School District recognizes its responsibility for ensuring its compliance with the applicable state and federal laws and regulations governing educational programs. The District will investigate and take prompt remedial measures to resolve complaints at the local level, following the complaint procedures as set forth in Board Policies and Administrative Regulations.

The following Uniform Complaint Procedures will be followed when addressing complaints alleging:

- Unlawful discrimination against any protected group, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance.
- Failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, career/technical and technical education programs, child care and development programs, child nutrition programs and special education programs.
- Complaints concerning special education programs will be addressed in accordance with the regulations and procedures of the Special Education Local Planning Area, and should be directed to the Director of Special Education. Parents/guardians may file a request for an impartial hearing without engaging in any other procedures for resolving disputes regarding identification, evaluation, or educational placement of their child in special education programs.
- Complaints regarding instructional materials, emergency or urgent facilities conditions posing a threat to the health and safety of students, and teacher vacancies or misassignments may be filed using the Williams Settlement Complaint Form, accessible on the District's website.

Other types of complaints concerning District employees pursuant to Board Policy 1312.1 and Administrative Regulation 1312.1, or any general school programs or school processes will be addressed separately and should be directed to the Director of Educational Services K-12.

The Governing Board acknowledges and respects student and employee rights to privacy. Complaints of discrimination will be investigated in a manner that protects the confidentiality of the parties. The complainant's identity will be kept confidential, except to the extent necessary to carry out the investigation, as determined by the Superintendent or designee on a case-by-case basis. Employees designated to investigate complaints shall be knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Uniform Complaint Process:

1. **Informal Resolution:** Prior to the initiation of a formal complaint, an attempt may be made to informally resolve the issues through an informal discussion between the relevant parties. Many times, an informal discussion may assist the parties to understand each others' perspectives and to resolve the complainant's concerns and avoid the necessity of a written complaint. If direct preliminary discussion is unsuccessful or inappropriate, the formal complaint process will be initiated. Although informal resolution is encouraged, the processing of the complaint is not contingent upon students or parents/guardians meeting with the person accused of discriminatory acts.
2. **Formal Complaint:** If a resolution cannot be reached at the informal level, the complainant should submit a complaint form to the Superintendent or his/her designee.
 - a. The complaint must be filed no later than six months from the date the alleged discrimination occurred, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

- b. The six-month period for filing a complaint may be extended by the Superintendent or his/her designee upon a written request by the complainant setting forth the reasons for the extension. An extension of the period for filing may be granted for good cause for up to 90 days following the expiration of the six-month period, and the extension shall be made in writing.
3. **Mediation:** A neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with Uniform Complaint Procedures, whenever all parties to a complaint agree to attempt to resolve their problem through mediation, the Superintendent or designee will initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.
4. **Investigation:** The Superintendent or his/her designee will conduct and complete an investigation of the complaint and provide a written report of the investigation and decision within 60 days from the date of the receipt of the complaint.
5. **Final Decision:** The decision will contain the complaint, findings of fact and conclusions of law, corrective actions (if any), disposition and its rationale, the right to appeal the decision to the Board of Education and procedures for initiating an appeal to the California Department of Education.
6. **Appeals:** If the complainant disagrees with the written decision, he/she may appeal the decision to the Board of Education within 5 days of receiving the District's written decision. The complaint may also appeal the District's written decision to the California Department of Education within 15 days of receiving the final decision.
7. **Timeline:** The formal complaint process, including appeals to the Board of Education, shall be concluded within 60 calendar days from the District's receipt of the complaint, unless the complainant agrees in writing to an extension of time.
8. **Discrimination Claims:** A complaint alleging discrimination must be initiated no later than six months from the date when the alleged discrimination or violation of law occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination or violation of laws.
9. **Civil Law Remedies:** A complainant may also pursue civil law remedies, such as injunctions or restraining orders through local, state, or federal legal aid agencies, offices, local mediation centers, or public/private interest attorneys. Complainants have a right to seek civil law remedies no sooner than sixty days have elapsed since filing an appeal with the California Department of Education, with the exception of injunctive relief, of which the moratorium does not apply.

Complaints should be directed to: Don McCloskey, Director of Student Services at (408) 535-6066.

This notice shall be distributed annually to parents/legal guardians in the District's Student and Parent/Legal Guardian Handbook. This notice shall also be distributed to all school sites, and district office departments for distribution to students, employees, advisory committees, and other interested parties. The Governing Board assures that when 15% or more of the students in any K-12 school speak a primary language other than English, all notices will be in English and the student's primary language, and that the written report of findings will be in English and in the language of the complainant.

For further information, please refer to Board Policy 1312.3 and Administrative Regulation 1312.3 and California Code of Regulations, Title 5, §§ 4600-4687.

(Board Approval: _____, 2009)



The District provides a variety of health related services to its students. The District may be entitled to reimbursement from Federal Medicaid funds for selected health services provided to eligible students. In order for the District to apply for such reimbursements, it will be necessary to provide eligible student records to the District’s billing agency. In accordance with Local Education Agency Rules and Guidelines, the District is required to notify the parents/guardians of the release of eligible students’ records to the District’s billing agency. The District is hereby notifying you that, unless it receives notice of your objection to the release of these records in writing, they will be released to the District’s billing agency. To object to the release of these records, please send a letter stating your objection to:

San Jose Unified School District
Attention: MAA/LEA Department
855 Lenzen Ave. #220
San Jose, CA. 95126-2736