

ROCKLIN UNIFIED SCHOOL DISTRICT



ANNUAL PARENT NOTICE 2019-2020

The 2019-2020 Annual Parent Notice is now available for your review online at

<http://www.rocklinusd.org/Parents/Annual-Parent-Notice>

*\*A copy of this document is available at the link above or at your school office upon request.*

COMPLETE and RETURN THIS FORM TO SCHOOL IMMEDIATELY

ACKNOWLEDGMENT OF RECEIPT OF ANNUAL PARENT NOTICE – COMPLETION IS REQUIRED

Pupil Name _____			Date of Birth _____
_____	_____	_____	
Last Name First Name M.I.			
School _____		Grade _____	
<i>I hereby acknowledge receipt of the Annual Parent Notice as required by Education Code § 48980.</i>			
_____			Date: _____
Signature of Parent/Guardian or of pupil if age 18 or older			

REQUEST TO DENY ACCESS TO DIRECTORY INFORMATION - OPTIONAL

*If you DO NOT WISH directory information to be released regarding this pupil, please go to your school's front office to sign a "Deny to Access to Directory Information" form. A description of directory information can be found in Board Policy 5125.*

**NOTE:** *signing this form will prohibit the District from providing your pupil's name and other information to the news media, interested colleges and schools, parent-teacher associations, interested employers, and similar parties that enhance the educational experience such as: yearbook, photography, nutrition services, on-line payment processing, financial assistance programs, etc.*

PLEASE RETURN THIS SIGNED ACKNOWLEDGMENT TO THE SCHOOL IMMEDIATELY

The law requires acknowledgment as proof that parents/guardians have been informed of their rights annually. Education Code § 48982 requires that the District maintain an acknowledgment of receipt for each registered pupil.

**ANNUAL PARENT NOTICE  
2019-2020**

Dear Parent/Guardian:

State law requires school districts and the county office of education ("county office") to provide annual notice to parents/guardians of certain rights and responsibilities. Parents/guardians are required to acknowledge receipt of this notice by signing and returning the receipt and acknowledgment form to your school district or county office program.

**CURRICULUM AND INSTRUCTION**

**Instructional Materials:**

All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, audio and video recordings, and software, will be compiled and stored by the classroom instructor and made available promptly for inspection by a parent/guardian in a reasonable time frame or in accordance with school district or county office policies or procedures. Education Code §§ 49091.10(a); 51101(a)(8).

**Observation:**

Upon written request, a parent/guardian has the right to observe instruction and other school activities that involve his or her child or for the purpose of selecting a school in accordance with board policies on interdistrict and intradistrict transfers. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Education Code §§ 49091.10(b); 51101(a)(1).

**Beliefs:**

A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. No pupil shall be relieved of any obligation to complete regular classroom assignments. Education Code § 49091.12(a).

**Curriculum:**

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. Education Code §§ 49091.14; 49063(k).

**Animal Dissection:**

A pupil, who has a moral objection to dissecting or otherwise harming or destroying animals as part of an instructional program, has a right to request an alternative educational project. Education Code §§ 32255-32255.6.

**Sexual Health and HIV Prevention Education:**

The Healthy Youth Act ("Act") authorizes a school district or county office to provide comprehensive sexual health education and HIV prevention education to all pupils in grades 7 to 12. Education Code § 51933 et seq.

- Written and audio visual educational materials used in comprehensive sexual health education and HIV prevention education will be made available for your inspection. Education Code § 51938.
- You will be notified whether the comprehensive sexual health education or HIV prevention education will be taught by school district/county office personnel or by outside consultants. Education Code § 51938.
- You may request a copy of the Act from the school district or county office. Education Code § 51938.
- You may request in writing that your child be excused from comprehensive sexual health education and HIV prevention education. Education Code § 51938.

**Tests, Questionnaires, Surveys, Examinations on Personal Beliefs or Practices:**

No pupil will be given any test, questionnaire, survey, or examination containing questions about a pupil's, or his/her parents'/guardians' beliefs or practices relating to sex, family life, morality, or religion, unless his/her parent/guardian provides prior written permission. Parents/guardians of all pupils in grades 7 to 12, will be given the opportunity to review any test, questionnaire, or survey about a pupil's attitude concerning or practices relating to sex before it is administered and will be given the opportunity to request in writing that his/her pupil not participate. Education Code §§ 51513, 51938, 51939.

**Minimum Days and Staff Development:**

Attached to this notice is the calendar for the school year which includes the current schedule of any minimum days or pupil-free staff development days. Parents/guardians will be notified during the school year of any additional minimum days and pupil-free staff development days not later than one month before the scheduled minimum or pupil-free day. Education Code § 48980(c).

**PUPIL BEHAVIOR AND DISCIPLINE****Sexual Harassment:**

The school district and county office prohibit sexual harassment of or by any pupil or by anyone employed by or otherwise working or volunteering for the school district or county office. Prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. Any person who feels that he/she is being discriminated against or harassed should immediately contact their principal or designee so that he/she can address the situation. A written complaint may be filed in accordance with the district or county office's Uniform Complaint Procedures. Written complaint procedures are available at all school sites. A copy of the school district or county office's written policy on sexual harassment, as it pertains to pupils, is attached to this notice. Education Code §§ 48980(f), 212.5, 231.5; 5 C.C.R. § 4917.

**Evaluations:**

A pupil may not be tested for behavioral, mental, or emotional evaluation without the informed written consent of his or her parent/guardian. Education Code § 49091.12(c).

**Unexcused Absence:**

Parents/guardians will be notified in a timely manner if their child is absent from school without permission. Education Code § 51101(a)(4).

**Truancy:**

Upon your child's initial classification as a truant, you will be notified of the following:

- a. That your child is truant.
- b. That you are obligated to compel the attendance of your child at school.
- c. That you may be guilty of a criminal infraction and subject to prosecution if you fail to meet this obligation.
- d. That alternative educational programs are available in the district.
- e. That you have the right to meet with appropriate school personnel to discuss solutions to your child's truancy.
- f. That your child may be subject to arrest or temporary custody.
- g. That your child (if 13 to 17 years of age) may be subject to suspension, restriction, or delay of his/her driving privilege.
- h. That it may be recommended that you accompany your child to school and attend classes with him/her for one day.

Education Code § 48260.5.

**Chronic Truancy:**

The parent/guardian of any pupil in grades 1 through 8 who is found to be a "chronic truant" may be found guilty of a misdemeanor. Education Code § 48263.6; Penal Code § 270.1.

**Pupil Discipline Rules:**

A copy of the school's pupil discipline rules may be obtained by contacting the principal or his/her designee. The parent/guardian of a pupil who has been suspended by a teacher may be required to attend a portion of a school day in the class of his or her child or ward. Education Code §§ 35291, 48900.1.

**PUPIL HEALTH, SAFETY AND MEDICAL TREATMENT****Fingerprint Policy:**

Information concerning the school district or the county office's pupil fingerprint policy, if any, is provided at the time of enrollment. Education Code §§ 32390, 48980(e).

**Confidential Medical Services:**

Pupils enrolled in grades 7 through 12 may be excused from school by school authorities for the purpose of obtaining confidential medical services without the consent of the pupil's parent. Education Code § 46010.1.

**Pupil Immunization:**

No student shall be admitted to school until the student is immunized as required by law. The district may permit a licensed physician and surgeon, or other health care practitioner who is acting under the direction of a supervision physician or surgeon, to administer an immunizing agent to a student whose parent or guardian has consented in writing to the administration of such immunization agent. When there is good cause to believe that a student has been exposed to a communicable disease and his or her documentary proof of immunization status does not show proof of immunization against that disease, the student may be temporally excluded from school until the local health officer is satisfied the student is no longer at risk of developing or transmitting the disease.

If a parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the immunization requirements.

Effective January 1, 2016, the California Legislature eliminated the exemption from specified immunization requirements based upon personal beliefs. A student who, prior to January 1, 2016, submitted a letter or affidavit on file with his/her school stating beliefs opposed to immunization shall be allowed enrollment until the student enrolls in the next grade span. Grade span means (1) from birth to preschool; (2) Kindergarten and grades 1 to 6, inclusive, including transitional kindergarten; and (3) grades 7 to 12 inclusive.

Health and Safety Code §§ 120335, 120370; Education Code §§ 48216, 49403.

**Physical Examinations:**

A child may be excluded from physical examination whenever a parent/guardian files a written statement with the school that they will not consent to a physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious or infectious disease, the child will be excluded from school attendance. (School children are examined for vision, hearing, and curvature of the spine at selected grade levels.) Education Code §§ 49450 – 49455.

State law requires that for each child enrolled in the first grade, the parent/guardian must present within 90 days after entrance, a certificate, signed by a physician, verifying that the child has received appropriate health screening and evaluation including a physical examination within the last 18 months. A parent/guardian may file with the school district a written objection or waiver stating the reasons why he or she was unable to obtain such services. Free health screening is available for low income children for up to 18 months prior to entry into 1<sup>st</sup> grade. Parents/guardians are encouraged to obtain required health screenings simultaneously with required immunizations. Health and Safety Code §§ 124085, 124105.

**Psychological Testing:**

A parent/guardian has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. Education Code § 51101(a)(13).

**Pupil Medication:**

Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and a written statement from the pupil's parent, foster parent, or guardian indicating their desire to have the school assist in administering the physician and surgeon, or physician assistant's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit both a written statement of instruction from their physician and surgeon or physician assistant that includes a confirmation that the student is able to self-administer such medication, and a written statement from the pupil's parent, foster parent, or guardian consenting to the self-administration, as well as applicable releases. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. Education Code §§ 49423, 49423.1.

**Continuing Medication:**

A parent/guardian of a pupil on a continuing medication regimen for a non episodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent/guardian consent, the school nurse or other designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage. Education Code § 49480.

**Pupil Insurance:**

The school district or county office may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. You may obtain further information regarding availability of pupil accident insurance by contacting the school principal. Education Code § 49472.

**Emergency Medical Care:**

All pupils must have an emergency information card filled out and signed by the parent/guardian at the beginning of the school year. If your child is ill or injured during regular school hours and, requires reasonable medical treatment, and if you cannot be reached, the school district, county office or the principal cannot be held liable for reasonable treatment of your ill or injured child without your prior consent, unless you have previously filed a written objection to any medical treatment other than first aid. Education Code §§ 49407; 49408.

**Pupil Safety:**

A parent/guardian has the right to have a safe and supportive learning environment for his/her child. Education Code § 51101(a)(7).

**Unsafe School Choice Option:**

Students who attend a persistently dangerous school and students who are victims of a violent criminal offense, while in or on the grounds of a public school must be allowed to attend a safe public school. 5 C.C.R. §§ 11992, 11993; 20 U.S.C. § 7912.

**Tobacco-Free Campus:**

Check with the school office for the policy, if any, regarding the prohibition against the use of tobacco products at any time on or in district or county office property, buildings, or vehicles. Health and Safety Code § 104420.

**Sun Protective Clothing/Sunscreen:**

Any pupil may use articles of sun protective clothing, including hats, for outdoor use during the school day, subject to school district or county office dress code policies. Any pupil may use sunscreen during the school day without a physician's note or prescription but school personnel are not required to assist pupils in applying sunscreen. Education Code § 35183.5.

**Oral Health Assessment:**

Any pupil, while enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Education Code § 49452.8.

**PUPIL PERFORMANCE AND EVALUATION****School Accountability Report Card:**

A copy of the school district and county office's accountability report card may be obtained from the school upon request. Education Code § 35256.

**Parent Meeting with Teacher and Principal:**

Upon reasonable notice, a parent/guardian has the right to meet with his/her child's teacher(s) and principal. Education Code § 51101(a)(2).

**Parent Notification:**

A parent/guardian has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as at risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. Education Code §§ 48070.5, 51101(a)(5), (9), (12), (16).

**Academic Expectations:**

A parent/guardian has the right to be informed of the academic expectations of his/her child. Education Code § 51101(a)(11).

**College Admission Requirements and Career Technical Information:**

School districts offering any of grades 9-12 shall provide the following brief explanation of college admission requirements, a brief description of career technical education, and information about how pupils may meet with school counselors to help them select courses to meet college admission requirements and/or enroll in career technical education courses.

1. College Admission Requirements (A-G Requirements) for California State University (CSU) and University of California (UC)

Additional information about admission requirements for the CSU system can be found at

[www.csumentor.edu/planning/high\\_school](http://www.csumentor.edu/planning/high_school). Additional information about admission requirements for the UC system can be found at [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions). Additional information about course offerings can be found in the high school student handbook.

- a. History or Social Science – 2 years
- b. English – 4 years
- c. Math – 3 years (UC recommends 4 years)
- d. Laboratory Science – 2 years (UC recommends 3 years)
- e. Language Other Than English – 2 years (UC recommends 3 years)
- f. Visual and Performing Arts – 1 year
- g. College Preparatory Elective – 1 year

2. Career Technical Education (CTE):

Career technical education is a program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. Additional information regarding career technical education can be found at <http://www.cde.ca.gov/ci/ct/>.

3. Counseling Services

High school counselors are available to meet with parents and students to assist in selecting courses that meet college admission requirements, enroll in CTE, or both. If you would like to schedule an appointment with a counselor, contact the counseling department.

Education Code §§ 48980(k), 51229.

**Advanced Placement Examination:**

Pupils enrolled in at least one Advanced Placement class and who qualify as economically disadvantaged, may apply for assistance to cover the cost of advanced placement examination fees. Pupils should contact a counselor or other administrator at his/her school for eligibility information. Education Code §§ 48980(j), 52240 et seq.

**California Assessment of Student Performance and Progress:**

Commencing with the 2014-2015 school year, the California Assessment of Student Performance and Progress System includes Smarter Balanced Summative assessments in English Language Arts and Math in grades three through eight and eleven and alternate assessments in English Language Arts and Math in grades three through eight and eleven for students with significant cognitive disabilities. The CST for science is required for all students in grades five, eight and ten unless the student's IEP indicates administration of the CMA or CAPA. An optional, standards based test in Spanish for reading/language arts in grades two through eleven for Spanish-speaking English learners who either receive instruction in their primary language or have been enrolled in a school in the United States for less than twelve months may be administered at District discretion. A parent or guardian may make a written request to excuse his or her child from any or all parts of the assessment. Education Code §§ 60640, 60615, 5 C.C.R. § 852.

**PUPIL RECORDS****Pupil Records Access:**

Parents/guardians have the right to access school records of their child, and to question, and receive a response from the school regarding items on their child's record that a parent/guardian feels is inaccurate, misleading, or is an invasion of their child's privacy. Education Code §§ 51101(a)(10), (15), 49063(f).

**Notification of Privacy Rights of Pupils:**

Federal and state laws grant certain privacy rights and rights of access to pupil records to students and to their parents/guardians. Full access to all personally identifiable written records, maintained by the school district or county office must be granted to: (1) Parents/guardians of a student age 17 or younger; and (2) Students age 18 or older, or students who are attending an institution of postsecondary instruction ("adult student"). In addition, parents/guardians of a student age 18 or older who is dependent for tax purposes, students age 16 or older or who have completed the 10<sup>th</sup> grade, and students age 14 or older who are both a "homeless child or youth" and an "unaccompanied youth" as defined in the McKinney-Vento Homeless Assistance Act ("eligible student"), must be permitted access to those particular pupil records relevant to the legitimate educational interest of the requester.

Parents/guardians, or an adult or eligible student, may review individual records by making a request to the principal. The principal will provide explanations and interpretations if requested.

In addition, a parent/guardian, adult or eligible student may receive a copy of any information in the pupil's records at a reasonable cost per page. School district and county office policies and procedures relating to types of records, kinds of information retained, persons responsible for maintaining pupil records, directory information, access by other persons, review, and to the challenge to content of records are available through the principal of their child's school or his/her designee. Parents/guardians may contact their child's school to review the log listing those who have requested or received information from their child's pupil records. Access to a pupil's records will only be granted to those with a legitimate educational interest.

When a student moves to a new school district, records will be forwarded upon request of the new district. At the time of transfer, the parent/guardian or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents/guardians may contact the school district or county office for any policy regarding the review and expungement of pupil records.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-5920.

The school district also makes certain student directory information available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards achieved, and the most recent previous public or private school attended by the student, may be released to certain specified agencies. Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin and the district will not release such information without parental consent or a court order

Upon written request from the parent/guardian of a student age 17 or younger, the school district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the student's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Directory information will not be released regarding a student identified as a "homeless child or youth" as defined in the McKinney-Vento Homeless Assistance Act, unless a parent or student accorded parental rights has provided prior written consent that the directory information may be released.

Education Code §§ 49060-49078, 51101; FERPA 20 U.S.C. § 1232g; 34 C.F.R. § 99.37.

**Disclosure of Student Information Pursuant to Court Order or Subpoena:**

Information concerning a student must be furnished in compliance with a court order or lawfully issued subpoena. Reasonable effort shall be made to notify the parent/guardian in advance of disclosing student information pursuant to a lawfully issued subpoena, and in the case of compliance with a court order, if lawfully possible within the requirements of the order. Education Code § 49077.

## **ATTENDANCE, TEMPORARY INSTRUCTION AND ENROLLMENT**

### **Excused Absences:**

No pupil will have his/her grade reduced or suffer a loss of academic credit on account of an excused absence when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. An excused absence is defined in Education Code section 48205 as an absence:

1. Due to the pupil's illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic service rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family as defined in the Education Code, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the services are conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats which shall not exceed four (4) hours per semester, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
8. For the purpose of serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
11. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

A pupil with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Education Code §§ 48980(i), 48205; Elections Code § 12302.

### **Absence for Religious Exercises/Instruction:**

With parent/guardian written consent, a student may be excused from school in order to participate in religious exercises or instruction consistent with the limitations specified in Education Code section 46014 provided the district's Board has adopted a resolution permitting such absence and has adopted regulations governing such absences and the reporting thereof. Education Code § 46014.

### **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.

Parents/guardians may contact their student's school or district of residence for more information about the available statutory and local attendance options, including information regarding application procedures for alternative attendance areas or programs and district application form(s) for requesting a change of attendance, and for information regarding the appeals process, if any, when a change of attendance is denied.

Education Code § 48980(g).

### **Individual Instruction:**

Except for pupils receiving individual instruction provided pursuant to a school district or county office-sponsored program, a pupil



**Notice of Alternative Schools:**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines an alternative school as a school or separate class group within a school which is operated in a manner designed to:

- a. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility and joy.
- b. Recognize that the best learning takes place when the student learns because of his desire to learn.
- c. Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result wholly or in part from a presentation by his teachers of choices of learning projects.
- d. Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent/guardian, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Contact the school for more information. Education Code §§ 58500; 58501.

**MISCELLANEOUS****Parent Involvement:**

A parent/guardian has the right to participate as a member of a school site council, a parental advisory committee, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. A copy of the school district's policy regarding Parent Involvement is attached to this notice. Education Code § 51101(a)(14).

**Volunteering Time and Resources:**

Parents/guardians may volunteer their time and resources for the improvement of school facilities and programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher. Although volunteer parents may assist with instruction, primary instructional responsibility shall remain with the teacher. Education Code § 51101(a)(3).

**Open Campus:**

A school district that has decided to permit pupils enrolled in a high school to leave the school grounds during the lunch period is not liable for the conduct or safety of any pupil during such times as the pupil has left the school grounds during the lunch period. Education Code § 44808.5.

**Pupils with Exceptional Needs:**

Placer County school districts are included in the Placer County Special Education Local Plan Area ("SELPA"). Pupils with exceptional needs, as defined by Education Code § 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact your school principal or the Placer County Office of Education at (530) 889-8020.

Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. The school district and county office have policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents or others who have questions or concerns regarding the Section 504 policy may contact the school district or the county office.

**Minimum Age for Admission to Kindergarten:**

Districts shall admit a pupil into kindergarten at the beginning of the school year, or at a later time in the same school year, if the pupil will be 5 years of age on or before September 1 of the school year. Education Code § 48000(a).

**Free or Reduced Price Meals:**

Free or reduced price meals are available for needy pupils. Contact the school for eligibility information. Education Code §§ 49500 et seq.; 48980(b).

**Pregnant and Parenting Pupils:**

Pregnant and parenting pupils as defined in Education Code section 46015, have rights and options available to them, including, but not limited to, the provision of parental leave and reasonable lactation accommodations on campus. Education Code §§ 222, 222.5, 46015.

**Personal Property:**

School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code § 35213.

**Parent Responsibility:**

Parents/guardians are liable for all damages caused by the willful misconduct of their minor children which results in the death or injury to other students, school personnel, school volunteer or school property. Education Code § 48904; Civil Code § 1714.1.

**Asbestos Management Plan:**

The school district has a current asbestos management plan for each school site available for inspection at the district offices during normal business hours. 40 C.F.R. § 763.93; Education Code § 49410 et seq.

**Use of Pesticide Products:**

Please find attached to this notice a list of pesticide products expected to be applied at school sites this year. Recipients of this notice may register with their school site if they wish to receive notification of individual pesticide applications at the school site. Education Code §§ 17612, 48980.3.

**Uniform Complaint Procedures:**

The school district and county office have adopted Uniform Complaint Procedures for the filing, investigation and resolution of complaints alleging unlawful discrimination, harassment, intimidation, and bullying, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics; failure to comply with specified state and/or federal laws governing educational programs, adult basic education, consolidated categorical aide programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, education of pupils in foster care and pupils who are homeless, and safety planning requirements; failure to comply with Local Control and Accountability Plan requirements; and for unlawfully charging pupil fees. A copy of the district or county office's Uniform Complaint Procedures is enclosed with this Notice. 5 C.C.R. § 4600 et seq.; Education Code § 49013, 48853.5

**Williams Uniform Complaint Procedure:**

The school district and county office have adopted policies and procedures regarding complaints for deficiencies related to textbooks and instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancy and misassignment. For more information regarding Williams Uniform Complaint Procedures and/or to obtain a complaint form or assistance with the process, please contact the school district or the county office. 5 C.C.R. § 4680 et seq.; Education Code § 35186.

**FEDERAL REGULATIONS & ACTS****Individuals with Disabilities:**

In accordance with federal and state laws, the school district and county office will not discriminate against an individual with disabilities as far as involvement in programs and activities and in the use of facilities. If your child needs special accommodations, please contact the school district or the county office. 34 C.F.R. §§ 104.8, 106.9.

**Nondiscrimination:**

The school district and county office have a policy of nondiscrimination on the basis of a person's race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a 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, in any of its policies, practices or procedures programs or activities. The school district's and county office's nondiscrimination policy comply with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 the Rehabilitation Act of 1973, the Individuals With Disabilities Education Improvement Act of 2004 and other related state and

federal laws. Pupils or parents or any other individual having questions or concerns regarding these nondiscrimination and harassment policies or who may wish to file a complaint, should contact the school district or the county office. Education Code § 220; 5 C.C.R. §§ 4900 et seq.

**Professional Qualifications of Teachers:**

At the beginning of each school year, parents/guardians may request information regarding the professional qualifications of their child's classroom teachers including, at a minimum:

- Whether the teacher has met state qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the classroom teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certificate or degree.
- Whether their child is provided services by paraprofessionals, and if so, their qualifications.

20 U.S.C. § 6312; 34 C.F.R. § 200.61.

**Access by Military Recruiters:**

Military recruiters will have access to all secondary pupils' names, addresses and phone listings unless a parent/guardian requests that such information not be released without the prior written consent of the parent/guardian. 10 U.S.C. § 503; 20 U.S.C. § 7908.

**Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA):**

PPRA affords parents/guardians of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

A. Consent before pupils are required to submit to a survey that concerns one or more of the following "protected areas" of information if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

C. Inspect, upon request and before administration or use:

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office.

Parents/guardians who believe their rights have been violated under this section may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5920

20 U.S.C. § 1232h.

## Language Acquisition Programs Offered

Rocklin Unified School District is required to offer, at a minimum, a Structured English Immersion (SEI) program option (EC Section 305[a][2]). We also offer the following language acquisition programs:

**Structured English Immersion Program:** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for students who are learning English. At minimum, students are offered Designated ELD and provided access to grade level academic subject matter content with Integrated ELD.

**English Language Mainstream (ELM):** provides instruction in English only in a classroom of native English speakers. Students receive ELD and instruction based on grade level standards in core subjects. Trained teachers provide instruction utilizing effective teaching strategies, district adopted curriculum and supplementary instructional materials in order for the students to meet requirements to be reclassified as Fluent English Proficiency (FEP).

Parents or guardians may choose a language acquisition program that best suits their child. Schools in which the parents or guardians of 30 students or more per school or the parents or guardians of 20 students or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible (20 U.S.C. Section 6312[e][3][A][viii][III]); EC Section 310[a]). Parents or guardians may provide input regarding language acquisition programs during the development of the Local Control and Accountability Plan (EC Section 52062). If interested in a different program from those listed above, please provide a written request to Rocklin Unified School District's English learner Coordinator. Please include the follow in your written request:

- Date of request
- Parent and child names
- Description of request



## ROCKLIN UNIFIED SCHOOL DISTRICT STUDENT USE OF TECHNOLOGY / INTERNET SAFETY ACCEPTABLE USE AGREEMENT 2019-2020

**Please read this document carefully before agreeing to these terms:**

All Rocklin Unified School District students are required to sign the Student Use of Technology/Internet Safety Acceptable Use Agreement prior to accessing technology resources and to abide by the terms and conditions of all applicable Board Policies and corresponding Administrative Regulations, including but not limited to: 1113, 5131, 5137, 6163.4. All Board Policies are available on the District website. A reference for this agreement can be found at: <http://www.rocklinusd.org/aup>.

The Board of Trustees does not authorize the use of any computer equipment, network services, and online resources that are not conducted strictly in compliance with this agreement and supporting policies. **Your signature on this document indicates that you have read the terms and conditions carefully, understand their significance, and agree to act responsibly.**

The Board of Trustees believes that the use of computing devices in the learning environment, whether District owned or personal (Bring Your Own Device), and access to online content via the Internet offer valuable learning resources for students and staff. The District goal in providing these resources is to promote educational excellence in schools by facilitating learning through collaboration, innovation, communication, access to knowledge and information, digital citizenship and responsible use.

Technical limitations: **All network and Internet access at District facilities, regardless if the device is District owned or personal (BYOD), will be content filtered for appropriate educational use.** The District makes careful and reasonable efforts to filter harmful content from students and that technology resources are used primarily for activities that support learning objectives. However, Internet content filtering is not an exact science and parents/guardians are advised that on occasion through intended use, or through deliberate and determined actions, a user may be able to gain access to content and services on the Internet which the District has not intended for educational purposes, may be considered inappropriate, offensive, or controversial. Parents/Guardians are also advised that the District is not able to censor all communications on the Internet, nor control or filter content accessed by personal devices that utilize wireless carrier data networks. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of computing devices and online services for the intended purpose of enhancing and accelerating learning.

**Network access and Internet use is a privilege, not a right. Students who violate or disregard this agreement and applicable regulations may have their use privileges suspended or revoked and may be subject to other disciplinary actions.** All users granted access to the Rocklin Unified School District data network assume personal responsibility and liability, both civil and criminal, for uses not authorized by this agreement and district policy.

### GENERAL RESPONSIBILITIES & DIGITAL CITIZENSHIP

As a user of the Rocklin USD network and technology resources:

1. I will use technology resources safely, responsibly, and primarily for academic purposes only (projects, homework and related school functions).
2. I will follow instructions, respect guidelines, and use technology resources in the classroom as directed by my teacher.
3. I will not use technology to do anything harmful, illegal, or unethical.
4. I will not share personally identifiable information about self and others (unless under teacher direction for instructional purposes only).
5. I will not make or publish (post) harmful, derogatory, obscene, inappropriate, disruptive comments, harass, intimidate, or bully others via social media or other online methods.
6. I will protect the integrity of technology I use, or that is used by others (District/school equipment, programs, and services).
7. I will assist in keeping the Rocklin USD network free from viruses, disruption, or other malicious attacks by refraining from opening attachments from unknown sources, downloading and/or installing unauthorized

software on District devices, possession and use of malicious software on personal devices (BYOD), and being alert to warnings.

8. If I have been issued an individual Rocklin USO network account, I will be the sole user of it. I will protect my account by not giving out my password and I will report any suspected misuse of my account immediately to the appropriate teacher or administrator.
  9. I will not manipulate the data or files of other users, or interfere with other users' ability to use technology resources.
  10. I will not attempt to bypass security measures, including but not limited to the Internet content filter or by deliberately disguising my identity through the use of anonymizers or proxies.
  11. I will report any known misuse of technology or network resources to the appropriate teacher, administrator, or the District Office.
  12. I will follow all applicable copyright laws. I understand that inappropriately copying or misusing other people's work may be considered plagiarism. Likewise, any work that I create through the use of the Rocklin USO technology is my own property, yet it is subject to all of the guidelines in this policy.
  13. I understand that Rocklin USO, or its schools, does not assume responsibility for the accuracy or reliability of information obtained through Internet research and access.
  14. I understand that developing digital literacy skills is a learning process that requires teacher and parent guidance plus my own responsible use.
  15. I will be prepared to be held accountable for my actions (and the loss of privileges and consequences resulting from violation).
  16. I understand that the school/district is in no way responsible for repairing or replacing damaged or stolen personal property (devices or related technology equipment).
  17. I understand that I will be held financially responsible for any damage, loss, or vandalism to school/district property (devices or related technology equipment).
-



**ROCKLIN UNIFIED SCHOOL DISTRICT  
DISCLOSURE OF STUDENT INFORMATION  
2019-2020**

The District will, at times, release student information to outside organizations/vendors, for specific limited purposes, and with the required safeguards for confidentiality and information security, as required by Board policies/administrative regulations and state and federal laws, such as Education Code § 49073 et seq., California Business and Professions Code § 22584 (Student Online Personal Information Protection Act), and the Family Educational Rights and Privacy Act (20 U.S.C. Sec.1232g).. Any outside organization/vendor which provides services for the digital storage, management, and retrieval of pupil records and/or provides digital educational software that accesses, stores, and uses pupil records must comply with Education Code § 49073.1.



# Rocklin USD

## Board Policy

### Sexual Harassment

BP 5145.7

#### Students

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any persons who reports, files a complaint or testifies about or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

#### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any

circumstance

3. Encouragement to report observed instances of sexual harassment even where the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures. (cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)  
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

## Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

## Legal Reference:

### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

### CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

### GOVERNMENT CODE

12950.1 Sexual harassment training

### CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

### UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

### UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

### COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567  
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130  
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736  
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629  
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274  
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473  
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

#### Management Resources:

##### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and

Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

##### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

##### WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

#### Policy ROCKLIN UNIFIED SCHOOL DISTRICT

Adopted: May 6, 2009 Rocklin, California

Revised: September 18, 2019 Rocklin, California

# Rocklin USD

## Board Policy

### Parent Involvement

BP 6020

#### Instruction

The Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers and that sustained parental involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

The district's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

(cf. 0500 - Accountability)

Title I Schools

Each year the Superintendent or designee shall involve parents/guardians and family members in

establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members.  
(Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

(cf. 3100 - Budget)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

**Legal Reference:**

**EDUCATION CODE**

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

52060-52077 Local control and accountability plan

54444.1-54444.2 Parent advisory councils, services to migrant children

56190-56194 Community advisory committee, special education

64001 Single plan for student achievement, consolidated application programs

**LABOR CODE**

230.8 Time off to visit child's school

**CODE OF REGULATIONS, TITLE 5**

18275 Child care and development programs, parent involvement and education

**UNITED STATES CODE, TITLE 20**

6311 State plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

**CODE OF FEDERAL REGULATIONS, TITLE 28**

35.104 Definitions, auxiliary aids and services

35.160 Communications

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014U.S.

**DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE**

Parental Involvement: Title I, Part A, Non-Regulatory Guidance , April 23, 2004

**WEB SITES**

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

California Department of Education, Family, School, Community Partnerships:

<http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

U.S. Department of Education: <http://www.ed.gov>

Policy ROCKLIN UNIFIED SCHOOL DISTRICT

Adopted: November 15, 2006      Rocklin, California

Revised: September 18, 2019      Rocklin, California



# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone • (916) 624-2428 Fax • (916) 624-7246

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Roger Stock, Superintendent  
Kathleen Pon, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Tony Limoges, Associate Superintendent

July 1, 2019

Dear Parent or Guardian,

The Healthy Schools Act of 2000 (AB2260) was signed into law September 2000 and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product. Information on pesticides and pesticide use can be obtained at the following internet address: (<http://www.cdpr.ca.gov>).

Parents or Guardians may request prior notification of individual pesticide applications at the school site. Registrants shall receive notification of at least 24 hours prior to application. If you would like to be notified each time the district applies pesticides, or have any questions concerning AB2260, please contact the Rocklin Unified School District Maintenance and Operations office at (916) 624-5771. Rocklin Unified School District's Integrated Pest Management (IPM) Plan can be located at the District's website ([www.rocklinusd.org](http://www.rocklinusd.org)) under the Maintenance and Operations/Grounds Department.

Sincerely,



Jim Gordon  
Assistant Director of Facilities and Maintenance  
Rocklin Unified School District

The following is a list of pesticide products that may be used over the 2018-2019 school year:

<b>Cleary 3336 WP</b> EPA Reg. No. 1001-63 Active Ingredient: Thiophanate-methyl 50.0% *applied as a fungicide	<b>Dimension 270-G</b> EPA Reg. No. 7001-375 Active Ingredient: Dithiopyr 0.27% *applied for pre-emergence weed control
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<b>Speed Zone Southern</b> EPA Reg. No. 2217-835 Active Ingredient: Carfentrazone-ethyl 2,4-D, 2-ethyl hexyl ester 10.49% Mecoprop-p acid 2.66% *applied for broadleaf control	<b>Pendulum Aqua Cap</b> EPA Reg. No. 241-416 Active ingredient: pendimethalin:N-(1-ethylpropyl)-3, 4-dimethyl-2, 6-dinitrobenzenamine, 38.7% *applied for pre-emergence weed control
<b>Tempo SC Ultra</b> EPA Reg. No. 432-1363 Active Ingredient: Cyfluthrin, Cyano(4fluoro-3- Phenoxyphenyl)methyl-... 11.8% *applied for insect control	<b>Termidor SC</b> EPA Reg. No. 7969-210 Active Ingredient: Fipronil:5 amino 1H Pyrazole 3- carbonitrile – 9.1% *applied for insect control
<b>Trimec Plus</b> EPA Reg. No.2217-709 Active Ingredient: Dimethylamine *applied for weed control	<b>Atrimmec</b> EPA Reg. No. 2217-776 Active Ingredient: Dikegulac-sodium 18.5% *applied for weed control
<b>Surflan AS</b> EPA Reg. No. 70506-43 Active Ingredient: Oryzalin 40.4% *applied for weed control	<b>Dimension Ultra WP</b> EPA Reg. No. 62719-445 Active Ingredient: Dithiopyr 40% *applied for weed control
<b>Contrac Blox</b> EPA Reg. No. 12455-79 Active ingredient: Bromadiolone *used for rodent control *used in locking bait boxes only	<b>Safari 20 SG</b> EPA Reg. No. 33657-16-59639 Active ingredient: Dinotefuran 20% *applied for insect control
<b>SP 857 Blast'Em Wasp and Hornet Killer</b> EPA Reg. No. 67603-11-64695 Active ingredient: Tetramethrin .10%, Permethrin .25%,Piperonyl Butoxide .50% *applied for insect control	<b>Merit 2F</b> EPA Reg. No. 432-1312 Active Ingredient: Imidacloprid 21.4% *applied for insect control
<b>Remedy Ultra</b> EPA Reg . No. 62719-552 Active ingredient: Triclopyr-2-butoxyethyl ester, Ethylene glycol monobutyl ether 60.45% *applied for weed control	<b>ECO Exempt IC - Insecticide Concentrate</b> Active ingredient: Rosemary oil, peppermint oil, oil of wintergreen No EPA # *applied for insect control
<b>Prokoz Zenith 2F</b> EPS No. 432-1312 Active ingredient: Imidacloprid, 21.4% *applied for insect control in turf grass	<b>ECO Exempt D - Dust Insecticide</b> Active ingredient: from plant oils, 2-phenethyl proplonate, soybean oil, eurenol (clove oil) No EPA # *applied for insect control
<b>Max Force FC Bait Stations</b> EPA No. 432-1256 Active ingredient: Fipronil *applied for ant control	<b>SureGuard SC</b> EPA No. 71368-114 Active ingredient: Flumioxazin *applied for weed control

# ROCKLIN UNIFIED SCHOOL DISTRICT

## TK-12 School Calendar for 2019-2020

First Day of School

Minimum Day - See Detail on Right for Grade Level(s)

School Not in Session\*

Last Day of School & Minimum Day

**\*Please schedule family vacations  
and trips during days when  
school is not in session.**

AUGUST				
M	T	W	T	F
		14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

August 2019

14 First Day of School

September 2019

2 No School -- Labor Day

October 2019

28 Grade TK-6 Minimum Day -- Conference/Grade Preparation

November 2019

1 No School -- Staff Development Day

4-8 Grade TK-6 Minimum Days -- Parent/Teacher Conferences

11 No School -- Veterans Day Observed

25-29 No School -- Thanksgiving Break

December 2019

18-19 Grade 9-12 Minimum Day - End of High School First Semester

19 Grade TK-6 & 7-8 Minimum Day -- Winter Break

20-31 No School -- Winter Break Part 1

January 2020

1 No School -- New Year's Day Observed

1-3 No School -- Winter Break Part 2

20 No School -- Martin Luther King Day

February 2020

17 No School -- President's Day (Lincoln)

18, 19, 20 No School -- Presidents Week

21 No School -- President's Day (Washington)

March 2020

2 Grade TK-6 Minimum Day: Conf./Grade Prep

9-13 Grade TK-6 Minimum Day- Parent/Teacher Conf.

April 2020

6-10 No School -- Spring Break

13 No School -- Staff Development Day

May 2020

7 Grade 7-8 Minimum Day--Middle School Open Houses

14 Grade TK-6 Minimum Day - Elementary School Open Houses

18 Grade TK-6 Minimum Day -- Conference/Grade Preparation

25 No School -- Memorial Day

June 2020

3-4 Grade 9-12 Minimum Day - High School End of Semester

4 Grade TK-12 Minimum Day -- **Last Day of School**

4 Middle School Promotional Activities (day)

3 VHS & RICA Graduation

4 WHS Graduation

5 RHS Graduation

15 Summer School Begins

Professional Learning Community Team Meetings/Articulation Days:  
All Mondays: Grades TK-12 (except Minimum Days)

## **Interdistrict Attendance Permits (requests to attend a school outside of RUSD)**

Please click on the link to access forms for interdistrict transfers.

Interdistrict Applications and supporting documentation may be emailed to [amcmillen@rocklinusd.org](mailto:amcmillen@rocklinusd.org) or faxed to 916-630-4894

The District has established a process to evaluate requests for students who reside in our District but are requesting to attend school in another district. This process is called an Interdistrict Transfer Permit. The permit must be approved by both districts in order to allow the student to enroll. Students currently attending another district on a previously approved Interdistrict Attendance Permit will continue to be approved on an annual basis by the district of residence (renewal).

Use the Rocklin Unified School District Application for Interdistrict Attendance Permit if you are a resident of Rocklin and wish to transfer to a different school district. If you reside in another district and wish to transfer to a Rocklin school, you will start the process at your district of residence.

The Superintendent or designee may approve Interdistrict Attendance Permits for the following reasons:

1. To meet the child care needs of the student. Such students may be allowed to continue to attend district schools only as long as they continue to use a child care provider within district boundaries
2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel, with concurrence from the district (cf. 6159 - Individualized Education Program)
3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance
4. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year
5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school
6. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district
8. When the student will be living out of the district for one year or less
9. To participate in a special academic program not offered in the district of residence
10. To provide a change in school environment for reasons of personal and social adjustment

11. When recommended by the School Attendance Review Board or by county, child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

12. When the parent/guardian has provided proof of employment within the district boundaries.  
(cf.5111.12 – Residency Based on Parent/Guardian Employment)

13. Other reasons not included on the Interdistrict Attendance Permits

Interdistrict Attendance Permits shall not be required for students enrolling in a regional occupational center or program. (Education Code 52317)

Every Interdistrict Attendance Permit shall stipulate the terms and conditions under which the permit may be revoked. (Education Code 46600).

Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement.

The Interdistrict Attendance Permit may also be revoked when behavior, grades and/or attendance issues warrant a return to the school of attendance. This decision is the responsibility of the principal/designee and that decision is final.

Each Interdistrict Attendance Permit shall stipulate the terms and conditions established by both districts under which Interdistrict Attendance shall be permitted, denied, or revoked, and any standards for reapplication. (Education Code 46600)

Existing Interdistrict Attendance Permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

The Superintendent or designee may deny initial requests for RUSD Interdistrict Attendance Permits if school facilities are overcrowded at the relevant grade level or based on other considerations that are not arbitrary. If the district designates a school site to be impacted because of enrollment capacity, other alternatives will be offered to the student.

RUSD employees at that site who have children attending on Interdistrict Attendance Permits will have priority for enrollment only after students who are residents of that attendance area. RUSD employees within the district who have children attending on Interdistrict Attendance Permits will be asked to choose other alternatives. RUSD employees who work at that site but who are hired after the school is declared impacted will be asked to choose other alternatives. (AR 5111.12 Residency based on Parent/Guardian Employment)

Within 30 days of a request for an Interdistrict Attendance Permit, the Superintendent or designee shall notify parents/guardians of a student who is denied Interdistrict Attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)  
(cf. 5145.6 - Parental Notifications)

Students who are under consideration for expulsion or who have been expelled may not appeal Interdistrict Attendance Permit denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601) (cf. 5119 - Students Expelled from Other Districts) (cf. 5144.1 - Suspension and Expulsion/Due Process)

### **Transportation**

The district shall not provide transportation outside the school's attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside the attendance area to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

### **Special Education Students**

Interdistrict Attendance Permits for students identified for special education must be reviewed by the student's IEP team to determine if the request is related to the student's disability and if the Interdistrict Attendance Permit is necessary for the student to benefit from special education services. If it is determined that the request is not related to the student's special education program, the request shall be considered parental choice and, as such, is subject to Board policy regulations. A representative from the requested district of choice must attend the IEP to verify placement availability and determine if a Free Appropriate Public Education (FAPE) can be provided at the district of choice.

Updated June 2016



# Rocklin Unified School District

2615 Sierra Meadows Drive • Rocklin, CA 95677

Phone • (916) 624-2428 Fax • (916) 624-7246



Roger Stock, Superintendent  
Kathleen Pon, Deputy Superintendent

Barbara Patterson, Deputy Superintendent  
Tony Limoges, Associate Superintendent

August 1, 2019

Dear Parents/Guardian:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). This Federal law requires that parents be notified of their right to know the professional qualifications of their child's teacher(s) in core academic subject areas, including the following:

1. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects, such as in elementary schools.
2. The education level and subject area of the teacher's college degree(s). All teachers have a Bachelor of Arts/Science degree, and many teachers have graduate degrees.

In addition to the qualifications of the teacher, if a paraprofessional (instructional aide) provides your child services, you may also request information about his/her qualifications.

If you would like this information, please contact me at the Rocklin Unified School District Office.

Sincerely,

*Hannah Anderson*

Hannah Anderson  
Assistant Director of Innovation and School Programs  
(916)630-3301

Title I schools are Antelope Creek Elementary, Parker Whitney Elementary, Rock Creek Elementary, Rocklin Elementary, Spring View Middle School and Victory High School

# **ROCKLIN UNIFIED SCHOOL DISTRICT NUTRITION SERVICES DEPARTMENT**

## ***Welcome to the 2019-2020 School Year!***

**Applications** – Beginning Wednesday, July 31, 2019, applications for free and reduced priced meals in the National School Breakfast and Lunch Program will be available. To complete an online application, go to [www.HeartlandApps.com](http://www.HeartlandApps.com). To download a printable version of the application, go to [www.rocklinusd.org](http://www.rocklinusd.org) >choose departments>nutrition services>meal applications. Paper applications will also be available for pick up at the District Office, the Nutrition Services Office, and at all school site offices. Only one application is required per family and may be returned by mail or dropped off at any district site. An “after hours” drop box is available at our main location (address listed below) for your convenience. It will be processed and eligibility status will be available no later than 10 days after receipt at our link to SchoolLunchStatus.com. If your child was not on the program last year and an application is not completed until after school has started, you will have to pay full price for meals until it has been processed.

**If your child was on the program last year in this district there is a thirty business day grace period *at your old eligibility* before you will lose benefits on Wednesday, September 25, 2019.**

### **Pricing for meals is as follows:**

Lunch is \$2.75 for elementary students (K-6); \$3.25 for secondary (7-12th grades)

Breakfast is \$1.75 for elementary (Antelope Creek, Rocklin Elementary, Parker Whitney); secondary is \$2.00 (Springview, Rocklin High, Whitney High)

Any student that qualifies as reduced priced pays \$0.30 and \$0.40 at breakfast and lunch, respectively.

**Online Payment** is now available through [www.myschoolbucks.com](http://www.myschoolbucks.com), accessed directly or through the link on our website (\$2.49 fee per transaction applies).

Cash or checks are also accepted daily in the school office.

If you have any questions, please contact Lori Wing, Dept Secretary, at 916-624-1112, ext. 1 or [lwing@rocklinusd.org](mailto:lwing@rocklinusd.org).  
Address for application pick up/drop off: RUSD Nutrition Services Dept. Office, 4090 Del Mar Ave Ste A, Rocklin, CA 95677

***THANK YOU FOR YOUR PATRONAGE! WE LOOK FORWARD TO SERVING YOUR STUDENT(S)!!***

*Rocklin Unified School District is an equal opportunity provider and employer.*



Rocklin Unified School District participates in the State Meal Program by offering nutritious meals every school day. Students may buy lunch for \$2.75 Elementary and \$3.25 Secondary and breakfast for \$1.75 Elementary and \$2.00 Secondary. Eligible students may receive meals free of charge or at the reduced-price rate of \$0.40 for lunch and \$0.30 for breakfast. You or your children do not have to be U.S. citizens to qualify for free or reduced-price meals. If there are more household members than the number of lines on the application, attach a second application. For a simple and secure method to apply, use our online application at [www.rocklinusd.org](http://www.rocklinusd.org), choose Departments, then Nutrition Services.

### LETTER TO HOUSEHOLD FOR FREE AND REDUCED-PRICE MEALS

**QUALIFICATION:** Your children may qualify for free or reduced-price meals if your household income falls at or below the federal Income Eligibility Guidelines above.

Effective July 1, 2019–June 30, 2020					
HOUSEHOLD SIZE	YEAR	MONTH	TWICE PER MONTH	EVERY TWO WEEKS	WEEK
1	\$23,107	\$1,926	\$963	\$ 889	\$ 445
2	\$31,284	\$2,607	\$1,304	\$1,204	\$602
3	\$39,461	\$3,289	\$1,645	\$1,518	\$759
4	\$47,638	\$3,970	\$1,985	\$1,833	\$917
5	\$55,815	\$4,652	\$2,326	\$2,147	\$1,074
6	\$63,992	\$5,333	\$2,667	\$2,462	\$1,231
7	\$72,169	\$6,015	\$3,008	\$2,776	\$1,388
8	\$80,346	\$6,696	\$3,348	\$3,091	\$1,546
FOR EACH ADDITIONAL FAMILY MEMBER, ADD:					
	\$8,177	\$ 682	\$ 341	\$ 315	\$ 158

**APPLYING FOR BENEFITS:** An application for free or reduced-price meals cannot be reviewed unless all required fields are completed. A household may apply at any time during the school year. If you are not eligible now, but your household income decreases, household size increases, or a household member becomes eligible for CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), or Food Distribution Program on Indian Reservations (FDPIR) benefits, you may submit an application at that time.

**DIRECT CERTIFICATION:** An application is not required if the household receives a notification letter indicating all children are

automatically certified for free meals. If you did not receive a letter, please complete an application.

**VERIFICATION:** School officials may check the information on the application at any time during the school year. You may be asked to submit information to validate your income or current eligibility for CalFresh, CalWORKs, or FDPIR benefits.

**WIC PARTICIPANTS:** Households that receive Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) benefits, may be eligible for free or reduced-price meals by completing an application.

**HOMELESS, MIGRANT, RUNAWAY & HEAD START:** Children who meet the definition of homeless, migrant, or runaway, and children participating in their school's Head Start program are eligible for free meals. Please contact school officials for assistance at (916) 624-1112, ext. 1.

**FOSTER CHILD:** The legal responsibility must be through a foster care agency or court to qualify for free meals. A foster child may be included as a household member if the foster family chooses to apply for their non-foster children on the same application and must report any personal income earned by the foster child. If the non-foster children are not eligible, this does not prevent a foster child from receiving free meals.

**FAIR HEARING:** If you do not agree with the school's decision regarding your application's determination or the result of verification, you may discuss it with the hearing official. You also have the right to a fair hearing, which may be requested by calling or writing the following: Barbara Patterson, Deputy Superintendent, or designee, 2615 Sierra Meadows Dr., Rocklin, CA 95677 (916) 624-2428.

**ELIGIBILITY CARRYOVER:** Your child's eligibility status from the previous school year will continue into the new school year for up to 30 operating days or until a new determination is made. When the carryover period ends, your child will be charged the full price for

meals, unless the household receives a notification letter for free or reduced-price meals. School officials are not required to send reminder or expired eligibility notices.

**NON-DISCRIMINATION STATEMENT:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### HOW TO APPLY FOR FREE OR REDUCED-PRICE MEALS — Complete one application per household. Please print clearly with a pen. Incomplete, illegible, or incorrect information will delay processing.

**STEP 1: STUDENT INFORMATION** — Include ALL STUDENTS who attend Rocklin Unified School District. Print their name (first, middle initial, last), school, grade level, and birthdate. If any student listed is a foster child, check the "Foster" box. If you are only applying for a foster child, complete STEP 1, and then continue to STEP 4. If any student listed may be homeless, migrant, or runaway, check the applicable "Homeless, Migrant, or Runaway" box and complete all STEPS of the application.

**STEP 2: ASSISTANCE PROGRAMS** — If ANY household member (child or adult) participates in CalFresh, CalWORKs, or FDPIR, then all children are eligible for free meals. Must check the applicable assistance program box, enter one case number, and then continue to STEP 4. If no one participates, skip STEP 2 and continue to STEP 3.

**STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS** — Must report GROSS income (before deductions) from ALL household members (children and adults) in whole dollars. Enter "0" for any household member that does not receive income.

- Report the combined GROSS income for all students listed in STEP 1 and enter the appropriate pay period. Include a foster child's income if you are applying for foster and non-foster children on the same application.
- Print the names (first and last) of ALL OTHER household members not listed in STEP 1, including yourself. Report the total GROSS income from each source and enter the appropriate pay period.
- Enter the total household size (children and adults). This number MUST equal the listed household members from STEP 1 and STEP 3.
- Enter the last four digits of your Social Security number (SSN). If no adult household member has a SSN, check the "NO SSN" box.

**STEP 4: CONTACT INFORMATION & ADULT SIGNATURE** — The application must be signed by an adult household member. Print the name of the adult signing the application, contact information, and today's date.

**OPTIONAL: CHILDREN'S ETHNIC AND RACIAL IDENTITIES** — This field is optional to complete and does not affect your children's eligibility for free or reduced-price meals. Please check the appropriate boxes.

**INFORMATION STATEMENT:** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you list a CalFresh, CalWORKs, or FDPIR case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs.

**QUESTIONS/NEED ASSISTANCE:** Please contact Lori Wing at (916) 624-1112, ext. 1.

**SUBMIT:** Please submit a complete application to your child's school or the nutrition office at 4090 Del Mar Ave., Suite A, Rocklin, CA 95677. You will be notified if your application is approved or denied for free or reduced-price meals.

Sincerely, Charles Douglas, Nutrition Services Director, Rocklin Unified School District

**School Year 2019–20 Rocklin Unified School District Application for Free and Reduced-Price Meals: State Meal Program** Complete one application per household.Please read the instructions on how to apply. Print clearly with a pen. You may also apply online at [www.rocklinusd.org](http://www.rocklinusd.org), choose Departments, then Nutrition Services. This institution is an equal opportunity provider.**California Education Code Section 49557(a): Applications for free and reduced-price meals may be submitted at any time during a school day. Children participating in the federal National School Lunch Program will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.****STEP 1 – STUDENT INFORMATION**

Children in Foster Care and children who meet the definition of Homeless, Migrant, or Runaway are eligible for free meals.

Print the name of EACH STUDENT (First, Middle Initial, Last)	Enter school name and grade level		Enter student's birthdate	Check the applicable box if the student is foster, homeless, migrant, or runaway.			
<b>EXAMPLE: Joseph P Adams</b>	<b>Lincoln Elementary</b>	<b>1st</b>	<b>12-15-2010</b>	Foster	Homeless	Migrant	Runaway
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 2 – ASSISTANCE PROGRAMS: CalFresh, CalWORKs, or FDIPIR**

Do ANY household members (child or adult) currently participate in CalFresh, CalWORKs or FDIPIR? If NO, skip STEP 2 and continue to STEP 3.

If YES, check the applicable program box, enter one case number, skip STEP 3, and continue to STEP 4.	Select Program Type: <input type="checkbox"/> CalFresh <input type="checkbox"/> CalWORKs <input type="checkbox"/> FDIPIR	Enter Case Number:
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**STEP 3 – REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (Skip this step if you answered 'YES' in STEP 2)**

<b>A. STUDENT INCOME:</b> Sometimes students in the household earn income. Enter the TOTAL GROSS income (before deductions) in whole dollars earned by all students listed in STEP 1. Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly					Total Student Income		How Often	
					\$			
<b>B. ALL OTHER HOUSEHOLD MEMBERS (including yourself):</b> List ALL household members not listed in STEP 1, even if they do not receive income. For each household member, report the TOTAL GROSS income (before deductions) in whole dollars for each source. If the household member does not receive income from any sources, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report. Enter the appropriate pay period in the "How Often" box: W = Weekly, 2W = Biweekly, 2M = Twice a Month, M = Monthly, Y = Yearly								
Print the name of ALL OTHER Household Members (First and Last)	Earnings from Work	How Often	Public Assistance/SSI/ Child Support/Alimony	How Often	Pensions/Retirement/ All Other Income	How Often		
	\$		\$		\$			
	\$		\$		\$			
	\$		\$		\$			
	\$		\$		\$			
<b>C. Total Household Members</b> (Children and Adults)				<b>D. Enter the last four digits of Social Security number (SSN) from</b> the Primary Wage Earner or Other Adult Household Member				<b>Check the box if</b> NO SSN <input type="checkbox"/>

**STEP 4 – CONTACT INFORMATION & ADULT SIGNATURE**

Certification: I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws.

Signature of adult completing this application:		
Print Name:		
Date:	Phone Number:	
Mailing Address:		
City:	State:	Zip:
E-mail:		

**DO NOT COMPLETE. SCHOOL USE ONLY**

How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice a Month <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly			Total Household Income		
Annual Income Conversion: Weekly x52, Biweekly x26, Twice a Month x24, Monthly x12			\$		
Total Household Size	Eligibility Status: <input type="checkbox"/> Free <input type="checkbox"/> Reduced-price <input type="checkbox"/> Paid (Denied)		<input type="checkbox"/> Categorical		
	Verified as: <input type="checkbox"/> Homeless <input type="checkbox"/> Migrant <input type="checkbox"/> Runaway		<input type="checkbox"/> Error Prone		
Determining Official's Signature:			Date:		
Confirming Official's Signature:			Date:		
Verifying Official's Signature:			Date:		

**OPTIONAL – CHILDREN'S ETHNIC AND RACIAL IDENTITIES**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one):	
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Not Hispanic or Latino
Race (check one or more):	
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Native Hawaiian or other Pacific Islander	<input type="checkbox"/> Black or African American
	<input type="checkbox"/> White



ROCKLIN UNIFIED SCHOOL DISTRICT

**RE: Voluntary Participation Student Accident/Sickness Insurance 2019-20 School Year**

Dear Parent/Guardian:

Your child's school **does not** provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. In order to help you, your school and thousands of others, participates in a program meant to give you a number of coverage options for your child. Details and an enrollment form are in the accompanying brochure.

Several benefit levels are offered. You can limit coverage to school related injuries only or opt for 24/7 protection. Also offered is a Student Sickness plan (most recommended if your child has no other health insurance), a long term dental accident plan and a pharmacy discount program for your entire family. Whether you are looking to fill in the "gaps" in other insurance or looking for primary coverage for your child, you will probably find an option to fit your needs. We strongly recommend the high option plans for students participating in interscholastic sports.

If your child does have other health coverage, student insurance may also be used to help pay those charges not covered by other insurance (i.e. deductibles and co-payments). While you can always use any doctor or hospital, the Student Sickness plan includes access to an extensive network of doctors and hospitals who have agreed to discount their charges. Seeking care through contracted providers may reduce your out-of-pocket costs, particularly if your child needs surgery or hospitalization.

Coverage can begin as early as May 1, 2019 in time for summer. As a student of a participating school, your child is eligible for enrollment in any of these programs at any time, however, you are encouraged to consider early enrollment to get maximum value from the plan(s) selected.

Please read your brochure carefully. If you have any questions, please call the plan administrator, Myers-Stevens & Toohey & Co., Inc., at (800) 827-4695, or (949) 348-0656. Bilingual representatives are available for parents who need assistance in Spanish.

Sincerely,



Barbara L. Patterson

Deputy Superintendent, Business & Operations

Please **Accept** or **Reject** the **Voluntary Student Accident Insurance** on the **Authorizations** screen.

# Student Accident Insurance is Now More Important Than Ever!

School Year  
2019-2020



Despite your best efforts to protect them, children get hurt and out-of-pocket expenses for medical care can be significant.

- *Is your child already covered?*
- *Does your plan have large deductibles and co-insurance?*
- *Do you want to be able to see the doctor that YOU choose?*

Arranged and Administered by:



myers | stevens | toohey

## Our Plans Can Help!



# Determine the Plan(s) you want to purchase

Plans showing  include enhanced Concussion Benefit - See next page for details

## Student Accident & Sickness Plan

### Our Best Coverage!

**Students (Grades P-12) may enroll in this plan.** Covers Injuries sustained and Sickness commencing anywhere in the world, 24 hours a day, while your student is insured under this School Year's plan (including interscholastic sports, **except interscholastic high school tackle football**). Repatriation and Medical Evacuation benefits are included. This plan does not cover routine or preventative care.

Benefits are payable according to the "Description of Benefits" up to \$50,000 per Covered Sickness and \$200,000 per Covered Accident.

**Coverage begins at 11:59 p.m. on** the day Myers-Stevens & Toohey & Co., Inc. (herein called "The Company") receives the completed enrollment form and premium. **Coverage ends at 11:59 p.m. on** the last day of the month for which payment has been made. Coverage may be continued for up to 12 calendar months, or through Sept. 30, 2020, whichever comes first, provided the required payments are made.

There is a \$50 deductible per covered Accident or covered Sickness.

**NOTE** - Participation in commercial camps or clinics may be covered under this plan.

**1st payment: \$208.00**

(Covers remainder of month in which you enroll and 1 additional month)  
Subsequent Payments: \$169.00 a month, billed every 2 months

## Interscholastic Tackle Football Accident Plans

**Students (grades 9-12) may enroll in these plans.** Covers Injuries caused by covered accidents occurring:

- While practicing or playing in interscholastic high school tackle football activities which are School-sponsored and directly supervised, including spring practice and summer conditioning, weight training and passing league
- While traveling for football in a School Vehicle or traveling directly and without interruption between School and off-campus site for such activities provided travel is arranged by and is at the direction of the School

**Coverage begins at 11:59 p.m. on** the day the Company receives the completed enrollment form and premium. **Coverage ends at 11:59 p.m. on** the closing date of regular classes for the 2019-2020 School Year.

**NOTE** - Participation in commercial camps or clinics is not covered under these plans. See "Full-Time 24/7" plans. Practice or playing of football must be conducted under the regulations and jurisdiction of the applicable sports governing body

<b>Benefit Levels:</b>	<b>High</b>	<b>Mid</b>	<b>Low</b>
<b>Rates per School Year:</b>	<b>\$338</b>	<b>\$235</b>	<b>\$180</b>

## Full-Time 24/7 Accident Plans

**Students (grades P-12 and school employees) may enroll in these plans.** Covers Injuries caused by covered Accidents occurring 24 hours a day, anywhere in the world and while participating in all interscholastic sports **except interscholastic high school tackle football**.

**Coverage begins at 11:59 p.m. on** the day the Company receives the completed enrollment form and premium. **Coverage ends at 12:01 a.m. on** the date School begins regularly scheduled classes for the 2020-2021 School Year.

**NOTE** - Participation in commercial camps or clinics may be covered under this plan.

<b>Benefit Levels:</b>	<b>High</b>	<b>Mid</b>	<b>Low</b>
<b>Rates per School Year:</b>	<b>\$317</b>	<b>\$219</b>	<b>\$165</b>

## School-Time Accident Plans

**Students (grades P-12) may enroll in these plans.** Covers Injuries caused by covered Accidents occurring:

- On School premises during the hours and on days when the School's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the School premises
- While participating in or attending School-sponsored and directly supervised School Activities including interscholastic athletic activities and non-contact spring football (**except interscholastic high school tackle football**)
- While traveling directly and without interruption to or from residence and School for regular attendance; or School and off campus site to participate in School-sponsored and directly supervised School Activities, provided travel is arranged by and is at the direction of the School; and while traveling in School Vehicles at any time.

**Coverage begins at 11:59 p.m. on** the day the Company receives the completed enrollment form and premium. **Coverage ends at 11:59 p.m. on** the closing date of regular classes for the 2019-2020 School Year.

**NOTE** - Participation in commercial camps or clinics is not covered under these plans. See "Full-Time 24/7" plans.

<b>Benefit Levels:</b>	<b>High</b>	<b>Mid</b>	<b>Low</b>
<b>Rates per School Year:</b>	<b>\$77</b>	<b>\$63</b>	<b>\$39</b>

## Dental Accident Plan (\$75,000 Maximum)

**Students (grades P-12) may enroll in these plans.** Covers Injuries to teeth caused by covered Accidents occurring 24 hours a day, anywhere in the world, including participation in all sports and all forms of transportation.

**Benefits are payable at 100% of the Usual, Customary and Reasonable charges for Treatment of Injured teeth, including repair or replacement of existing caps or crowns.** We do not pay for damage to or loss of dentures or bridges or damage to existing orthodontic equipment.

The coverage provides a "Benefit Period" of Accident dental benefits for up to one year from the date of first Treatment. The benefit period for an Injury may be extended each year, provided that: coverage is renewed prior to October 1, the student remains enrolled in grades P-12, and written notice is received by the Company at the time of Injury that further Treatment will be deferred to a later date.

**Coverage begins at 11:59 p.m. on** the day the Company receives the completed enrollment form and premium. **Coverage ends at 12:01 a.m. on** the date School begins regularly scheduled classes for the 2020-2021 School Year.

**\$16.00 purchased separately**  
**\$12.00 when added to any plan(s) purchased**

## Pharmacy SmartCard™

Available to students, their families and school staff through our partnership with CastiaRx (formerly known as NPS), the SmartCard offers savings of up to **95%** of prescription drug costs and is accepted at over **63,000** pharmacies nationwide.

In addition, the program can provide "Instant Alerts" to potential medication interactions to better protect your family along with unique "Proof of Savings" reports mailed directly to you every six months.

After your payment has been processed, CastiaRx will send you your ID card. Present your card each time you or a family member needs a prescription filled to receive your savings. For more detailed information, go to [www.pti-nps.com](http://www.pti-nps.com) or call 800-546-5677.

The SmartCard is not an insurance product and is not insured by ACE American Insurance Company.

**\$36.00 for entire family, for one full year!**

**Affordable Rates**

**Call (800) 827-4695 With Questions**



# Determine the benefit level that best fits your needs

If your child has no other insurance, we recommend the **Student Accident & Sickness Plan** or the **High Option** plans.

## Description of Benefits

(Applies to all plans except the Dental Accident Plan and Pharmacy SmartCard)

We will pay benefits only for Covered Injuries sustained or Covered Sickness commencing while insured under this School Year's plan. Benefits payable will be based on the Usual, Customary and Reasonable Charges incurred for covered medical and dental services, as defined by the Policy, subject to exclusions, requirements and limitations. We do not pay for a service or supply unless it is Medically Necessary and listed in the Description of Benefits below. Applicable benefits mandated by the state of residence will be included in the covered expenses. You may take your child to any provider you choose; however, seeking Treatment through a *First Health* contracted provider may reduce your out-of-pocket costs.

To find participating *First Health* medical providers nearest you, call 800-226-5116 or log on to [www.myfirsthealth.com](http://www.myfirsthealth.com).



**ENHANCED CONCUSSION BENEFIT:** When a student is diagnosed with a concussion as a result of an injury received while participating in a Covered Activity, and as a result is prohibited from participation in interscholastic sports under the School's formal concussion protocol, benefits for the treatment of that injury will be paid at 100% of the Usual, Customary and Reasonable charges with no deductible, subject to all other terms and conditions of the plan.

Covered Benefit Levels	Low Option	Mid Option	High Option	Student Accident & Sickness Plan
<b>Plan Name</b>	<b>MAXIMUMS PER ACCIDENT</b>			
<b>Tackle Football Accident Plan</b>	\$25,000	\$50,000	\$75,000	\$50,000 Maximum per Sickness
<b>Full-Time 24/7 Accident Plan</b>	\$50,000	\$100,000	\$150,000	\$200,000 Maximum per Accident
<b>School-Time Accident Plan</b>	\$25,000	\$50,000	\$75,000	
<b>Deductible Per Covered Accident/Sickness</b>	\$0	\$0	\$0	\$50
<b>Covered Expenses</b>	<b>BENEFIT MAXIMUMS</b>			<b>BENEFIT MAXIMUMS</b>
<b>Hospital Room &amp; Board</b> - Paid up to	\$500/Day	\$600/Day	\$750/Day	80% Semi Private Room Rate
<b>Inpatient Hospital Miscellaneous Charges</b> Services described below are paid as scheduled. All other miscellaneous charges - Paid up to	\$800/Day	\$1,000/Day	\$1,750/Day	80% to \$4,000/Day
<b>Intensive Care Unit</b> - Paid up to	\$1,500/Day	\$1,800/Day	\$2,400/Day	80%
<b>Emergency Room Physician Charges</b>	100%			100%
<b>Hospital Emergency Room</b> (room & supplies) incurred within 72 hours of an Injury	100%			100%
<b>Outpatient Surgical</b> (room & supplies)	\$750	\$900	\$1,600	80% to \$4,000
<b>Physician Non-Surgical Treatment &amp; Exam</b> (excluding Physical Therapy)				
First Visit	\$70	\$80	\$100	80%
Each Follow Up Visit	\$50	\$55	\$65	80%
Consultation (when referred by attending Physician)	\$200	\$250	\$300	80%
<b>Surgeon Services</b>	60%	75%	90%	80%
<b>Assistant Surgeon Services</b>	25% of Surgical Allowance			80%
<b>Anesthesiologist Services</b>	25% of Surgical Allowance			80%
<b>Physiotherapy</b> (includes related office visits) when prescribed by a Physician	\$50/Visit to \$500	\$60/Visit to \$600	\$75/Visit to \$900	80% to \$2,000
<b>X-Ray Examinations</b> (including reading)	60% to \$500	70% to \$600	80% to \$700	80%
<b>Diagnostic Imaging</b> MRI, Cat Scan	60%	60%	80%	80%
<b>Ambulance</b> (from site of an emergency directly to hospital)	100%			100%
<b>Laboratory Procedures, Registered Nurse Services, and Rehabilitative Braces</b>	60%	80%	100%	80%
<b>Durable Medical Equipment</b>	60% to \$500	80% to \$600	100% to \$800	80%
<b>Out-Patient Prescription Drugs</b> (for Injuries only)	60%	80%	100%	80%
<b>Dental Services</b> (including dental x-rays) for Treatment due to a covered Accident	60%	80%	90%	80%
<b>Eyeglass Replacement</b> (for replacement of broken eyeglass frames or lenses resulting from a covered Accident requiring medical attention)	\$500	\$500	\$500	80%
<b>Medical Evacuation &amp; Repatriation</b>	\$0	\$0	\$0	100% to \$10,000

## Benefits for Accidental Death, Dismemberment, Loss of Sight, Paralysis and Psychiatric/Psychological Counseling

(Applies to all plans except the Dental Accident Plan and Pharmacy SmartCard)

In addition to medical benefits, if, within 365 days from the date of Accident covered by the policy, bodily Injuries result in any of the following losses, we will pay the benefit set opposite such loss. Only one such benefit (the largest) will be paid for all such losses due to any one Accident.

• Accidental Death	\$10,000
• Single dismemberment or entire loss of sight in one eye	\$25,000
• Double dismemberment or entire loss of sight in both eyes, or paraplegia or hemiplegia or quadriplegia	\$50,000
Counseling - In addition to the AD&D benefits, we will pay 100% of the Usual, Customary and Reasonable costs of psychiatric/psychological counseling needed after covered dismemberment, loss of sight or paralysis up to	\$ 5,000

## Choose Your Own Doctor and Hospital



# Instructions

# 2019 - 2020 Enrollment Form

Thank you for enrolling your child!  
To avoid any delay in coverage, please follow these 3 easy steps below:




- 1 Select** the plan(s) you wish to purchase below:
  - The Student Accident & Sickness Plan will provide our highest level of coverage.
  - Our Accident Plans may be purchased on an individual basis or combined with additional coverage (for example, Full-Time Accident + Dental).

- 2 Complete** and detach the enrollment form on the right side or you may enroll online (see below). Please note, we are unable to accept enrollments over the phone.

- 3 Purchase and Return**

 **CLICK HERE** to enroll online for IMMEDIATE processing!  
We accept VISA and MasterCard.

If online enrollment is not available, you may either:

-  **Fax** the completed Enrollment Form to (949) 348-2630. You must pay by credit or debit card by completing the payment area on this page. We cannot accept Checks or Money Orders by fax.
-  **Email** a scanned image of the completed Enrollment Form to [apply@myers-stevens.com](mailto:apply@myers-stevens.com). You must pay by credit card by completing the payment area on this page. We cannot accept Checks or Money Orders by email.
-  **Mail** both sides of the completed Enrollment Form in the enclosed envelope. You may pay by credit card by completing the payment area on the right side or enclose a check or Money Order made payable to Myers-Stevens & Toohey & Co., Inc.

**PLEASE DO NOT SEND CASH**

## Our BEST Plan

### Student Accident & Sickness

1st Payment ☐ \$208.00

You will be billed \$338.00 every 2 months thereafter.  
Coverage cannot exceed 12 calendar months or run past Sept. 30, 2020.

## Our Accident Plans

(One-Time Payment For Entire School Year)

PLANS:	High Option	Mid Option	Low Option
Tackle Football Only	<input type="checkbox"/> \$338.00	<input type="checkbox"/> \$235.00	<input type="checkbox"/> \$180.00
Full-Time (24/7)	<input type="checkbox"/> \$317.00	<input type="checkbox"/> \$219.00	<input type="checkbox"/> \$165.00
School-Time	<input type="checkbox"/> \$77.00	<input type="checkbox"/> \$63.00	<input type="checkbox"/> \$39.00
Dental Accident	<input type="checkbox"/> \$16.00 Purchased Separately		
	<input type="checkbox"/> \$12.00 When added to any plan(s) purchased		
Pharmacy Smart-Card	<input type="checkbox"/> \$36.00		

**Total Amount Due**

\$

Print Parent or Guardian Name

I have enrolled for the coverage checked above as provided by the Family Insurance Trust where applicable. I understand premiums cannot be refunded or converted.

**WARNING:** Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

X

Parent or Guardian Signature

Date

**PREMIUMS CANNOT BE REFUNDED OR CONVERTED**

Complete all information (please print)  
and return to Myers-Stevens & Toohey & Co., Inc.

Student Name			
First	Middle	Last	
Student Birthdate			
Mailing Address		Apt.#	
City		State	Zip Code
Parent Daytime Phone Number			
Parent E-mail Address			
District Name			
School Name			Grade

### Method of Payment

Note: \$25.00 service charge for Returned Checks and declined Credit Cards

- ☐ **Check/Money Order** (Make payable to: Myers-Stevens & Toohey & Co., Inc.) **or**  
☐ **Mastercard® or Visa®**



**Important:** If paying by credit card, complete below. Charge will appear as "MYERS-STEVENS & TOOHEY 800-827-4695 CA" on your statement.

Card Number

\$

Amount

EXP. DATE  
MO. YR.

3 digit  
control #

Print Name of Cardholder

Zip Code

I authorize Myers-Stevens & Toohey & Co. Inc. to deduct the premium payment, plus a 3% processing fee, from my credit card. If enrolling in the *Student Accident & Sickness Plan*, I am authorizing the initial premium payment and understand that I will be invoiced every 2 months for the subsequent payments.

X

Signature of Cardholder

### Auto-Charge Option

Available for your convenience is the option to have your bi-monthly payments automatically charged to your credit card.

By initialing here \_\_\_\_\_, I hereby authorize Myers-Stevens & Toohey to charge the above credit card \$338, plus a 3% processing fee, on the 5th of the month that my payment is due. This authorization will remain in effect for the 2019/2020 school year until I notify Myers-Stevens & Toohey in writing prior to the next payment date.

718.CA

## Easy Enrollment

## Frequently Asked Questions...

### If I have other insurance, why do I need this coverage?

Our plans can expand your choice of providers for your child and can help cover deductibles, co-pays and other out-of-pocket expenses.

### I'm in a hurry! What is the quickest way to enroll?

Click [HERE](#) to enroll online and you will receive immediate proof of coverage as soon as your payment is processed.

### If my child has no other insurance, what's my best buy?

Unless you need coverage for high school tackle football, the *Student Accident & Sickness Plan* is our broadest, best option. Next best is the *Full-Time 24/7 Accident Plan* with "High Option" benefits.

### Can I take my child to any doctor or hospital?

**YES!** However, your out-of-pocket costs could be less by using a *First Health* contracted provider. To find participating doctors/hospitals nearest you, call

**800-226-5116** or log on to [www.myfirstthealth.com](http://www.myfirstthealth.com)

### Are accident-only rates paid every month?

**NO!** Accident-only rates are one-time charges for the entire School Year.

### Can interscholastic high school tackle football be covered?

**YES!** But only under the *Interscholastic Tackle Football Plan*. "High Option" benefits are recommended.

### Do the *Interscholastic Tackle Football* or *School-Time* plans cover camps and clinics sponsored and organized by groups other than my child's school?

**NO!** However, such camps and clinics may be covered under our *Full-Time 24/7* or *Student Accident & Sickness* plans. Call us for guidance!

### Still need help or have questions?

Go to [www.myers-stevens.com](http://www.myers-stevens.com) or call us for prompt, personalized assistance at (800) 827-4695.



## How To File A Claim

1. Report School-related Injuries within 60 days to the School office. To find a *First Health* provider nearest you, call 800-226-5116 or log on to [www.myfirstthealth.com](http://www.myfirstthealth.com).
2. Obtain a claim form from the School or the Company. Claim forms must be filed with the Company within 90 days after the date of first Treatment.
3. At the same time, please file a claim with your other family sickness and/or Accident carrier.
4. Follow ALL claim form instructions, attach all itemized bills and send to:



**Myers-Stevens & Toohey & Co., Inc.**

26101 Marguerite Parkway

Mission Viejo, CA 92692-3203

800-827-4695 • Fax 949-348-2630

[claims@myers-stevens.com](mailto:claims@myers-stevens.com)

CA License #0425842

## The Insurance Company

*(Does not apply to the SmartCard)*

**CHUBB®**

**ACE American Insurance Company**

436 Walnut St., Philadelphia, PA 19106

2018 Best Rated A++ (Superior)

*(A.M. Best rating ranges from A++ to D)*

*This rating is an indication of the company's financial strength and ability to meet obligations to its insureds.*

This information is a brief description of the important features of this insurance plan. It is not an insurance contract. Insurance benefits are underwritten by ACE American Insurance Company. Coverage may not be available in all states or certain terms may be different where required by state law. Chubb NA is the U.S.-based operating division of the Chubb Group of Companies, headed by Chubb Ltd. (NYSE:CB) Insurance products and services are provided by Chubb Insurance underwriting companies and not by the parent company itself.



# Exclusions

## Benefits are not payable for any of the following or loss that results from them:

1. Damage to or loss of dentures or bridges or damage to existing orthodontic equipment.
2. War or any act of war, declared or undeclared.
3. Participation in a riot or civil disorder; fighting or brawling, except in self-defense; commission of or attempt to commit a felony or violating or attempting to violate any duly enacted law.
4. Suicide, attempted suicide or intentionally self-inflicted Injury while sane or insane.
5. Injury or Sickness contributed to by the use of alcohol or drugs unless taken in the dosage and for the purpose prescribed by the Covered Person's Physician.
6. Practice or play in interscholastic high school tackle football (unless separate football coverage is purchased), intercollegiate sports, semi-professional sports, or professional sports. (Does not apply to the *Dental Accident Plan*.)
7. Injury or Sickness covered by Worker's Compensation or Employer's Liability Laws, or by any coverage provided or required by law including, but not limited to group, group type, and individual automobile "No Fault" coverage (excluding School Vehicle coverage).
8. Treatment, services or supplies provided by the School's infirmary or its employees, or Physicians who work for the School, or by any member of the Covered Person's immediate family; or for which no charge is normally made.
9. Mental or nervous disorders (except as specifically provided by the Policy).
10. Treatment of Sickness, ailment, or infections (except pyogenic infections or bacterial infections which result from the accidental ingestion of contaminated substances). (Does not apply to the Sickness-Only Coverage under the *Student Accident & Sickness Plan*.)
11. The diagnosis and Treatment of non-malignant warts, moles and lesions, acne or allergies, including allergy testing.
12. Injury sustained as a result of riding in or on, entering or alighting from, a two or three-wheeled motor vehicle. (Does not apply to the *Dental Accident Plan*.)
13. Treatment of osteomyelitis, pathological fractures and hernia. (Does not apply to the Sickness-Only Coverage under the *Student Accident & Sickness Plan*.)
14. Detached retina (unless directly caused by an Injury). (Does not apply to the Sickness-Only Coverage under the *Student Accident & Sickness Plan*.)
15. Any expenses related to the Treatment of tonsils, adenoids, epilepsy, seizure disorder or congenital weakness; or expenses for Treatment of congenital anomalies and conditions arising or resulting directly there from.
16. Supplies, except as otherwise provided in the Policy.

This insurance does not apply to the extent that trade or economic sanctions or other laws or regulations prohibit Us from providing insurance, including but not limited to, the payment of claims.

## Requirements and Limitations

Aggravations of injuries which did not occur while insured under this plan are paid up to \$500 maximum benefit per policy term. Injuries sustained as a result of riding in or on, entering or alighting from or being struck by a Motor Vehicle are limited to a \$25,000 maximum benefit. Some Motor Vehicle injuries are not covered - see exclusions above for details. School-time and high school tackle football injuries must be reported to the School within 60 days of the date of Injury. The first Physician's visit must be within 120 days after the Accident occurs. This insurance does not apply to the extent that trade or economic sanctions or regulations prohibit us from providing insurance, including but not limited to, the payment of claims. A claim form must be filed with Myers-Stevens & Toohey & Co., Inc. within 90 days after the date of loss. The School-Time, Tackle Football and Full-Time (24/7) plans pay for covered expenses incurred within up to 104 weeks from the date of injury. The Student Accident & Sickness and Dental Accident plans pay for covered expenses incurred within up to 52 weeks from the date of first treatment, however, should the Injury sustained under the Student Accident & Sickness plan require the removal of surgical pins, continued Treatment for serious burns, or Treatment of a non-union or mal-union fracture, the benefit period will be extended to 104 weeks. Each covered condition may be subject to a deductible - see plan details.

## Facility of Payment

Whenever payments that should have been made under the Policy are made by any other policy, the Company reserves the right to pay over to any plan making such other payments, any amounts the Company determines are warranted in order to satisfy the intent of this provision. The amounts paid are considered benefits paid under the Policy and, to the extent of such payments, the Company shall be fully discharged from liability under the Policy. In no event will the Company pay more than the benefits payable under the Policy for all policies providing the same or similar benefits issued to the Policyholder and underwritten by the Company.

## Definitions

An **Accident** is defined as a sudden, unexpected and unintended incident. **Covered Accident** means an Accident that results in Injury or loss covered by this Policy. An **Injury** is defined as Accidental bodily harm sustained by the Covered Person that results directly from an Accident (independently of all other causes) and occurs while coverage under the Policy is in force. **Medically Necessary** is defined as the services or supplies provided by a Hospital, Physician, or other provider that are required to identify or treat an Injury or Sickness and which, as determined by the Company, are: (1) consistent with the symptoms or diagnosis and Treatment of the Injury or Sickness; (2) appropriate with regard to standards of good medical practice; (3) not solely for the convenience of the Insured Person; (4) the most appropriate supply or level of service which can be safely provided. When applied to the care of an Inpatient, it further means that the Insured Person's medical symptoms or condition requires that the services cannot be safely provided as an Outpatient. **Sickness** is defined as illness or disease contracted by and causing loss to the Insured Person whose Sickness is the basis of claim. Any complications or any condition arising out of a Sickness for which the Insured Person is being treated or has received Treatment will be considered as part of the original Sickness. **School Activities** means any activity that is sponsored and under the direct, immediate supervision of the School that: (a) the School requires the Insured Person to attend; or (b) is under the sole control and supervision of School authorities. It does not include an activity related to athletics or cheerleading that is under joint sponsorship or supervision arrangement with any non-School group.

## Excess Provision:

In order to keep premiums as affordable as possible, these plans pay benefits on a non-duplicating basis. This means, if a person is covered by one or more of these plans and by any other valid insurance or health agreement, any amount payable or provided by the other coverages will be subtracted from the covered expenses and we will pay benefits based on the remaining amount.

**IMPORTANT NOTICE:** This Plan provides short-term limited duration sickness benefits. It does not constitute comprehensive health insurance coverage (often referred to as "major medical coverage") and does not satisfy a person's individual obligation to secure the requirement of minimum essential coverage under the Affordable Care Act (ACA). For more information about the ACA, please refer to [www.HealthCare.gov](http://www.HealthCare.gov).

## Premiums Cannot be Refunded or Converted

For a brochure in Spanish, or for assistance in Spanish, please call 800-827-4695  
Para un folleto en Español, o para asistencia en Español, por favor llame a 800-827-4695

**Call (800) 827-4695 With Questions**

**ROCKLIN UNIFIED SCHOOL DISTRICT**  
**Secondary Library/Media Use,**  
**Damage and Loss Agreement**

**Library/Media Usage and Behavior**

The Library Media Center is open before school, at break/lunch and after school. Hours are posted on school website and library entrance. The library is available for scheduled class visits as well as students coming from class with a pass. Students will follow school rules and conduct themselves responsibly as outlined in the student planner. Inappropriate behavior may result in loss of library media privileges.

Students may borrow books per the sites procedures and renew as needed. Textbooks and novels are checked out for the entire school year, with some exceptions. Chromebooks are available for in-library use only.

**Library Material Fines, Damage or Loss**

Library fines are 10 cents per school day, per item. Textbooks do not accrue fines, but must be returned in good condition by the end of the school year. Textbook care is outlined on the Library website. Damage or loss of textbooks, class novels or library books will result in partial to full replacement charges.

**Year End policy for Library Accounts**

Students are expected to return ALL library/textbook materials and clear fines by the last day of the school year. The only exception are pre-approved textbook check-outs for summer assignments. Transcripts and diplomas will be withheld until school obligations are met.

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