



## **ADMINISTRATIVE PROCEDURE**

CATEGORY: Instruction, Academic Achievement  
SUBJECT: Progress Reporting, 7-12

NO: 4705  
PAGE: 1 OF 9  
EFFECTIVE: 1-29-62  
REVISED: 10-3-16

### **A. PURPOSE AND SCOPE**

1. To outline administrative procedures for student progress reporting in secondary schools.
2. **Related Procedures:**

Enrollment in College/University Coursework .....	4322
Citizenship Grading and Evaluation and Academic Honesty .....	4710
Promotion/Retention and Placement/Articulation, 6-8 (Middle) .....	4760
Placement/Articulation, 9-12 .....	4766
Graduation from Senior High School .....	4770
Suspensions .....	6290

### **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policies F-7000, F-7030, F-7100, F-7120, and F-8400; California Education Code §§49066 and 49067; California Code of Regulations, Title 5, §§430 and 432.
2. **Changing of Grades.** Per Education Code §49066, a grade given by a teacher shall be final and cannot be changed by others unless it was given fraudulently, in bad faith, because of incompetency, or because of clerical or mechanical mistake. A grade cannot be changed unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to changing of such grade.

When instances of alleged fraud, bad faith, incompetency, or clerical or mechanical mistake are brought to the site principal/administrator's attention, the site principal/administrator has the responsibility of making a determination regarding the allegations. If the teacher is unwilling to change a grade after it has been determined by the site principal/administrator that fraud, bad faith, incompetency or clerical or mechanical mistake was associated with the grade, the site principal/administrator has the authority to change the grade. Authority vested in the Board of Education and the Superintendent pursuant to Education Code §49066(b), pertaining to changing grades, is hereby delegated to the site principal/administrator.

### **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of Secondary Schools.
2. **Standards.** Academic standards in language arts, mathematics, English Language Development (ELD), history/social science, science, visual and performing arts, applied learning, physical education, health education, and preschool have been formally adopted by the Board of Education. Board-adopted standards shall be used to guide instruction and the assignment of grades.
3. **Scholarship and citizenship marks.** Student progress reports shall include both scholarship and citizenship grades in courses that carry a credit value. Citizenship grades are given by the teacher who is issuing the scholarship grade (e.g., in the case of online work, both the scholarship grade and the citizenship grade are given by the virtual teacher). A supervising teacher may collaborate with teacher issuing grades. Exceptions include:

- a. College courses that are approved to meet district graduation requirements and are taken for college credit are not given a citizenship grade. (See Administrative Procedure 4322 for enrollment in college/university coursework and issuance of dual credit.)
  - b. "No Credit" courses should not be given a scholarship mark but may be given a citizenship mark.
4. **Report recipients.** Any parent or legal guardian is eligible under current law to receive a student's grade report. If a non-custodial parent/guardian requests a student's grade report, a duplicate may be issued directly to the requesting parent/guardian. Unless limited by court order, the non-custodial parent/guardian does not need the consent of the custodial parent/guardian before inspecting and/or receiving a copy of the student's grade report.
  5. **Uniform district grading guidelines.** Each school shall ensure that students, parents/guardians, and staff receive a written statement of the district's grading guidelines. Any method of reporting student progress, other than those shown below, must be reviewed and approved by the Office of Secondary Schools.

Scholarship Marks			
Mark	Explanation	Weighted	Unweighted (used for purposes of Interscholastic Athletics)
A	Superior	5	4
B	Above Average	4	3
C	Satisfactory	3	2
D	Below Average	1	1
F	Failure (credit not granted)	0	0
I	Incomplete (see Section C.14)	0	0
IP	In Progress (see Section C.15)	0	0
NC	No Credit (see Section C.16)	Excluded from GPA Calculation	Excluded from GPA Calculation
NG	No Grade (see Section C.17)	Excluded from GPA Calculation	Excluded from GPA Calculation
P*	Pass	Excluded from GPA Calculation	Excluded from GPA Calculation
NP*	No Pass	Excluded from GPA Calculation	Excluded from GPA Calculation

*\*A mark of "P" or "NP" may be only be issued by Registrars when transcribing out-of-district transcripts when the sending school has issued Pass or No Pass grades (see Administrative Procedure 4770 for additional information).*

Citizenship Marks		
Mark	Explanation	Scale
E	Excellent	4
G	Good	3
S	Satisfactory	2
N	Needs to Improve	1
U	Unsatisfactory	0

No other mark may be used for courses taken within the district.

6. **Progress reporting dates.** Progress reports are issued once each quarter or once every six or nine weeks, as determined by the school, using Board-approved quarter or semester end dates. Sites should determine appropriate dates for issuing progress reports during the semester. These dates should be published and provided to students and parents/guardians at the beginning of each school year.

- a. For students receiving special education and related services, the Individualized Education Program (IEP) or 504 Plan specifies the method and frequency of reporting progress toward goals. Whenever appropriate, the regular reporting process should be used along with any other process specified in the IEP or 504 Plan.
- b. Reporting dates for students receiving special education and related services may not occur less frequently than reporting dates for all other students. Reporting dates will be specified in the student's IEP or 504 Plan.

7. **Withdrawing or dropping classes.**

- a. Students may drop a course without having an entry recorded on their cumulative grade history records if they drop the course within the first four or six weeks depending on the site's grading terms (quarter or semester). Students attending schools on any other grading system may drop up to the first progress report period.
- b. *After the first four or six weeks:*
- (1) **Behavior-related concerns.** In alignment with the district's Uniform Discipline Plan and Administrative Procedure 6290, each school should evaluate the individual student's circumstances and determine at that time whether a grade should appear on his or her cumulative grade history. Transfer grades for students may be forwarded to new teachers when students change classes or schools and may be included on transfer records, but are not part of the permanent electronic record.
- (2) **Students leaving school early.** Students who transfer during the last two weeks of a semester shall earn final grades and credits. Grade reports may be sent via US mail if the student provides the school office with a self-addressed stamped envelope. Students who leave prior to this time may be issued a report of grades at the time of leaving; these grades are not a part of the student's

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permanent electronic record, as the student has not completed the required minimum 60 hours of instruction for first time credit.

- (3) **Students receiving special education and related services.** Students receiving special education and related services may be dropped from a class only for reasons unrelated to their disabilities. Changes in a student's class schedule and/or course of study may result in a change of placement. The student's case manager should be consulted to determine if any proposed change might require the development of a new IEP or 504 Plan.
8. **Reporting D and F grades.** All teachers shall make a written report to parents/guardians and to the site principal/administrator on students whose work is unsatisfactory; a failing grade may not be issued unless such notification is made. Reports of notification of unsatisfactory progress must be issued whenever it becomes evident to a teacher that a student is in danger of failing a course, but sufficiently in advance of grade reports to permit improvement. Written notification via US mail is the preferred method for providing information to parents/guardians. Written notification via a district-supported electronic system is also acceptable.
- a. Reporting a grade of D or F on the second grade report in a semester, or on the first grade report in a quarter, will constitute compliance with the above notification requirement.
- b. Refusal of a parent/guardian to respond to a written report shall not preclude the student receiving a failing grade at the end of the grading period. (Education Code §49067)
9. **Students who are at risk of not meeting grade level standards.** Learning contracts should be developed for students at risk due to reading and/or mathematics performance that is below grade level, based on academic assessments. (Administrative Procedures 4760 and 4766)
10. **Advanced Placement (AP) courses** are equivalent to college-level work in a specific subject area. Grading is based on college-level standards for which students receive weighted credit. Students whose work falls below the appropriate level should be counseled as early as possible in the term regarding the expected standards.
11. **International Baccalaureate (IB) courses** are equivalent to college-level work in a rigorous liberal arts curriculum that includes interdisciplinary coursework, original research projects, and taking the IB exam(s) to receive weighted credit. Students whose work falls below the appropriate level should be counseled as early as possible in the term regarding the expected standards.
12. **Advanced classes.** Students enrolled in advanced classes are expected to meet prescribed course requirements. Students whose work falls below these levels should be counseled as early as possible in the term regarding the standards and expectations.
13. **Grade replacement for yearlong courses.** Certain mathematics and languages other than English courses are classified as being yearlong (as opposed to two semesters). In a yearlong course, the second semester's work is dependent upon the learning accomplished in the first semester. These courses are identified with a dash between the two semesters as

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opposed to a comma (i.e., Spanish 1-2; Integrated Math I A-B). In order for grade replacement to occur, both courses (i.e., Semesters 1-2) must be taken within the San Diego Unified School District.

- a. When a student earns an F grade in the first semester of a yearlong course and a passing grade (D or better) in the second semester of the course, credit is earned for both semesters and a grade of D is recorded for the first semester. The grade replacement process is conducted manually at each school site by the registrar or site principal/administrator's designee.
  - b. When a student earns a passing grade for the first semester of a yearlong course and an F grade for the second semester of that course, the credit and passing grade are allowed for the first semester only. The second semester F grade shall be recorded as earned.
14. **Incomplete.** A grade of Incomplete ("I") may be issued in cases of absence due to illness or disability verified by a licensed medical professional or in cases of unforeseeable, emergency and justifiable reasons at the end of a semester.
  - a. The condition for removal of the "I" shall be stated by the teacher in a written record provided to the student and parent/guardian.
  - b. Up to six weeks shall be allowed for a student to complete work or demonstrate competency.
  - c. If the student does not complete work or demonstrate competency at the end of six weeks, the teacher shall issue a grade to replace the "I."
  - d. An "I" grade shall not be considered an F for purposes of participation in school activities.
  - e. The original teacher will sign the Official Form to Change "IP" Grade (Attachment 2) authorizing the entry of a D or better grade, replacing the "IP". If the original teacher is no longer employed by the district, the site principal/administrator or his/her designee may sign.
15. **In Progress.** A grade of In Progress ("IP") may be issued for a student who, for reasons other than absence due to illness or disability verified by a licensed medical professional, needs additional time beyond the grading period or Fall or Spring semester to complete work and/or demonstrate competency necessary to earn course credit.
  - a. A student who has not satisfactorily met the course competencies in any of the five core academic subjects (English, math, social studies, science and world language) and would otherwise earn an F at the end of a semester can instead be issued a grade of "IP" at the teacher's discretion.
  - b. The teacher should specify the course requirements that a student must meet to earn a grade of D or better in the course using the Course Competency Completion Form (Attachment 1) or similar site-developed document.

- c. The student will be allowed up to 12 weeks following the end of the grading term to complete the course competencies.
  - d. An appropriately credentialed teacher will evaluate the student's progress in meeting the competencies, and certify that the student has earned a grade of D or better for the semester.
  - e. The original teacher will sign the Official Form to Change "I" or "IP" Grade (Attachment 2) authorizing the entry of a D or better grade, replacing the "IP." If the original teacher is no longer employed by the district, the site principal/administrator or his/her designee may sign.
  - f. If the student does not complete course competencies at the end of 12 weeks, the teacher shall issue a grade to replace the "IP."
  - g. A grade of "IP" may not be issued for a Summer School course.
  - h. An "IP" grade is included in the GPA calculation and is considered an "F" = 0 for purposes of participation in school activities and interscholastic athletics.
16. **No Credit.** Teachers may issue No Credit (NC) on a student's report card subject to all of the following:
- a. Advance approval of the site principal/administrator or designee is obtained.
  - b. Evaluated class work is passing or acceptable, but excessive absences have prevented the student from meeting course objectives.
  - c. Absences are for reasons other than truancy.
  - d. A "NC" grade is excluded from GPA calculations; it does not count for or against GPA calculation for purposes of participation in school activities and interscholastic athletics.
17. **No Grade (NG)** may be issued under any of the following circumstances. (The NG mark prints on student transcripts to document course enrollment, but is not used to calculate the weighted grade point average.)
- a. For students who upon enrollment in the district have few or no records of prior schooling, or who are Limited English Proficient.
  - b. For students enrolling in a district school too late in the term to demonstrate sufficient mastery of course content for grading purposes or the minimum required 60 hours of instruction for first time credit, such as students transferring from schools outside the district with no transfer marks and/or evidence of prior enrollment in a course.
  - c. At the fifth week of Summer School, if a student is failing with no chance of earning a passing grade of D or better, the student may be dropped and NG issued.
  - d. For an advisory period.
  - e. For community college courses taken by a high school student.

- f. For district online courses.
  - g. A "NG" grade is excluded from GPA calculations; it does not count for or against GPA calculation for purposes of participation in school activities and interscholastic athletics.
18. **Grade suppression.** The intent of grade suppression is to encourage a student who receives a D or F to repeat the same course to improve the mark and the cumulative GPA. Grade suppression does not affect marks displayed on student progress reports, nor the term GPA. Courses that have been suppressed are not counted in graduation credits and are excluded from cumulative GPA calculations within the district. Suppressed courses are listed on student transcripts. (See Administrative Procedure 4770 and Site Operations Circular No. 1011, Guidelines for Grade Suppression, issued September 16, 2015 for additional information.)

#### **D. IMPLEMENTATION**

##### **1. Progress Reporting Intervals:**

- a. Traditional schools report student progress at six- or nine-week intervals, and 4x4 schools report student progress at four-week intervals, using the district's student information system.
- b. Teachers record student progress marks in accordance with instructions from site principal/administrator.
- c. Completed reports may be mailed to parents/guardians or delivered by students at the site principal/administrator's discretion.

##### **2. Semester Grade Reporting:**

- a. Schools report final semester grades in the same manner as progress reporting, except that courses and grades are uploaded to the district's student information system and added to students' cumulative grade history records.
- b. Integrated Technology Support Services (ITSS) will print semester report cards as requested by schools. The site may make a copy for its files. The original is to be mailed home to the parent/guardian.

##### **3. Grade Change Requests.** (Refer to Section B.2. for permissible circumstances.)

- a. Parent/guardian must file a request by the end of the following semester with the student's teacher. Requests filed after this deadline will not be accepted and shall constitute a waiver of the right to protest a grade.
- b. Teacher discusses the grade change request with parent/guardian and provides information as to how the grade was determined; makes decision within 10 school days to change or uphold grade; notifies parent/guardian and site principal/administrator.
- c. Site principal/administrator or designee schedules a conference within 10 school days with parent/guardian if request to teacher is unresolved or not resolved to

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parent/guardian satisfaction; makes a determination within 10 school days to change or uphold grade; notifies parent/guardian and teacher. If parent/guardian is not satisfied, a Grade Change Appeal (Attachment 3) may be filed with the Office of Secondary Schools.

- d. Office of Secondary Schools gathers and reviews all pertinent data including specific facts and/or allegations from parent/guardian, teacher, and site principal/administrator and convenes a Review Panel within 30 days of receipt of appeal.
- e. Review Panel consisting of Area Superintendent, an unbiased current or former site principal/administrator, and an unbiased secondary-level central office administrator convenes to review all documentation and to determine whether or not the grade will be upheld; makes determination and notifies parent/guardian, site principal/administrator and teacher. If parent/guardian is not satisfied, the parent/guardian may submit an appeal to the Board of Education.
- f. Board of Education receives parent/guardian request for appeal, gathers and reviews all pertinent data including specific facts and/or allegations from parent/guardian, teacher, site principal/administrator and Review Panel; conducts closed session hearing within 30 days of receipt of appeal, at which parent/guardian and teacher may present their cases; makes determination and notifies parent/guardian within 30 school days. The determination of the Board of Education is final.

#### E. FORMS AND AUXILIARY REFERENCES

- 1. Course Competency Completion Form (Attachment 1)
- 2. Official Form to Change "IP" Grade (Attachment 2)
- 3. Grade Change Appeal (Attachment 3)
- 4. Annual Course of Study, TK-12, available online at <https://www.sandiegounified.org/course-study>
- 5. Uniform Discipline Plan, available online at <https://www.sandiegounified.org/sites/default/files/link/district/files/policy/discipline/UniformDisciplinePlan.pdf>

#### F. REPORTS AND RECORDS

- 1. Progress and grade reports, as described in Section D.

#### G. APPROVED BY



General Counsel, Legal Services  
As to form and legality



SUBJECT: Progress Reporting, 7-12

NO: 4705

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H. ISSUED BY

*Steve Monse*

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Chief of Staff





# **ADMINISTRATIVE PROCEDURE**

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4390

PAGE: 1 OF 4

EFFECTIVE: 7-29-92

REVISED: 1-04-99

CATEGORY: **Instruction, Cocurricular/Extracurricular**

SUBJECT: **Standardized Contests Involving Individual Students**

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## **A. PURPOSE AND SCOPE**

1. To define administrative procedures for conducting contests that involve participation of individual students.
2. To promote participation in school contests as a complement to the instructional program.
3. This procedure does not cover group or team competition.
4. For contests primarily intended for school fund raising, refer to Procedures 2265, 2270, and 9325.

## **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: F-3500, F-3850.

## **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Partnerships in Education Department, Communications and Community Relations Division. (Questions about a particular contest should be directed to the contest sponsor.)
2. **Responsibility for Approval of Contests**
  - a. Decisions about whether or not to participate in contests are to be made by the sites affected. Sponsors are encouraged to contact schools directly; schools with questions about a particular contest should contact the contest sponsor.
  - b. In the event of a problem involving a particular contest, schools should contact the Partnerships in Education Department.
3. **Screening Criteria for All Contests**
  - a. A contest should provide an opportunity to a large group of students in specified grade levels, regions of the city, or courses. Students should be free to choose whether to participate, regardless of race, religion, creed, color, marital status, sex, sexual orientation, national or ethnic origin, or disability.
  - b. Only nonprofit, civic, patriotic, or community welfare organizations, whether local or national, shall be considered as sponsors.
  - c. Contests that require fees or charges will *not* be approved.

- d. The subject must be consistent with the instructional program of San Diego Unified School District. Sponsors are requested to state, *in writing and in advance of the contest*, the criteria to be used by judges. (Contests should be judged on quality that is consistent with the instructional program. Judges also should give consideration to originality in art work, writing, or speaking and to the quality and content of a contestant's own ideas.)
- e. No contest will be approved which addresses itself to a current partisan issue or to an active political candidate or office holder.
- f. No limitations or stipulations will be placed by the district in regard to awards and prizes offered by sponsors. Sponsors are requested to offer awards and presentation activities which are motivating to students, which are consistent with educational objectives of the contest, and which focus attention on the effort and achievement of winning students.

#### **4. Regulations Governing All Contests**

- a. Requests to sponsor contests and all pertinent information must be submitted to schools six to eight weeks prior to the contest deadline.
- b. *Approval is for one year only.* Each sponsoring organization is requested to review student participation in that contest and make adjustments in their proposal for the following year, if appropriate.
- c. *Each contest must be directed toward specific grade levels.* Contests to be conducted in secondary schools must be restricted to a limited number of subject areas (e.g., English, art, social studies).
- d. *Participation by schools shall be entirely voluntary.* Sponsors should not, under any circumstances, place pressure upon individual principals and teachers to recruit entries.
- e. In developing the contest title and topic, sponsors should give consideration to student interest and motivation to participate by a large number of students. Consideration should also be given to using student writing in forms other than essays (e.g., newspaper editorial, letter, dialogue).
- f. Sponsors of art poster contests should clear details, including poster size, materials, and disposition of posters submitted, with individual school principals.
- g. *Anonymity of entrants should be protected* by sponsoring agencies and organizations so that a student's name cannot be identified with an entry by the judges. Each sponsoring group must submit a plan to ensure confidentiality in judging as part of its request to sponsor a contest.

**h. Judging**

- (1) Judges will base selection of contest award winners on criteria established in advance of the contest (see C.3.d.).
- (2) Direct contact between a judge or a member of a sponsoring organization and a participating student for the purpose of offering criticisms or adverse comments about a student's work should be directed to the principal of the participating school.

- i. **Contest Awards.** The number of entrants from the San Diego Unified School District and the names of all contest winners with information regarding respective awards must be submitted to the Communications and Community Relations Division not later than thirty days after the close of each contest. The contest sponsor shall contact principals of the winning school(s) to arrange presentation of awards.

**D. IMPLEMENTATION**


1. **Contest sponsor** submits information on contest subject, rules, regulations, and proposed awards to schools six to eight weeks prior to contest deadline.
2. **Principal**
  - a. Receives contest information from sponsor.
  - b. Encourages participation and gives recognition to contest.
  - c. In conducting contests, considers following suggestions in the interest of good staff morale and community relations:
    - (1) Entry into any approved contest is voluntary; principals may encourage participation by students and teachers.
    - (2) Whenever possible, contests involving written work should be emphasized as part of the instructional program, either as a class assignment or as a voluntary enrichment activity.
    - (3) Contest entries should be screened in all schools; work submitted should be truly representative of work of the class and/or of typical students.
  - d. Returns contest entries for judging.
3. **Judging board** selects winning entries; notifies principals of names of winners and their awards within thirty days after close of contest.

4. **Contest sponsor** makes awards to winners in appropriate ceremonies.

E. **FORMS AND AUXILIARY REFERENCES**

F. **REPORTS AND RECORDS**

G. **APPROVED BY**

  
Superintendent of Public Education

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

The Board of Education desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

*(cf. 0440 - District Technology Plan)*  
*(cf. 6000 - Concepts and Roles)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6143 - Courses of Study)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6163.1 - Library Media Centers)*

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.

**Review Process**

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

*(cf. 1220 - Citizen Advisory Committees)*

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

## **SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

*(cf. 9270 - Conflict of Interest)*

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

*(cf. 5020 - Parent Rights and Responsibilities)*

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

### **Public Hearing on Sufficiency of Instructional Materials**

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

*(cf. 9322 - Agenda/Meeting Materials)*

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the



## **SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

Common Core Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

*(cf. 6142.92 - Mathematics Instruction)*

2. Science

*(cf. 6142.93 - Science Instruction)*

3. History-social science

*(cf. 6142.94 - History-Social Science Instruction)*

4. English language arts, including the English language development component of an adopted program

*(cf. 6142.91 - English/Language Arts Instruction)*

*(cf. 6174 - Education for English Language Learners)*

The Board also shall make a written determination as to whether each student enrolled in the following courses has sufficient textbooks or instructional materials:

1. Foreign language

*(cf. 6142.2 - World/Foreign Language Instruction)*

2. Health

*(cf. 6142.8 - Comprehensive Health Education)*

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

The Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3 and 60119. (Education Code 1240.3, 42605)

If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

**Complaints**

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

**Legal Reference:****EDUCATION CODE**

220 Prohibition against discrimination

1240 County superintendent, general duties

1240.3 Definition of sufficiency for categorical flexibility

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

42605 Tier 3 categorical flexibility

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60210 Elementary school materials

## SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

60226 *Requirements for publishers and manufacturers*  
60350-60352 *Core reading program instructional materials*  
60400-60411 *High school textbooks*  
60510-60511 *Donation for sale of obsolete instructional materials*  
60605 *State content standards*  
60605.8 *Common Core Standards*  
60605.86-60605.88 *Supplemental instructional materials aligned with Common Core Standards*  
CODE OF REGULATIONS, TITLE 5  
9505-9530 *Instructional materials*

### *Management Resources:*

#### CSBA PUBLICATIONS

*Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams*,  
Budget Advisory, March 2009

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

01-05 *Guidelines for Piloting Textbooks and Instructional Materials*, September 2001

*Standards for Evaluating Instructional Materials for Social Content*, 2000

#### WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, Common Core Standards:

<http://www.scoe.net/castandards>

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

Policy

adopted: December 12, 2017

Effective: February 1, 2018

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

San Diego, California



**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

**Criteria for Selection and Adoption of Instructional Materials**

In recommending textbooks or other instructional materials for adoption by the Board of Education, the Superintendent or designee shall ensure that such materials:

1. Are aligned to any applicable academic content standards adopted by the State Board of Education (SBE) pursuant to Education Code 60605 and/or Common Core Standards adopted pursuant to Education Code 60605.8

*(cf. 6011 - Academic Standards)*

For grades K-8, the Superintendent or designee shall select instructional materials from among the list of materials adopted by the SBE and/or other materials that have not been adopted by the SBE but are aligned with the state academic content standards and/or the Common Core Standards. (Education Code 60200, 60210)

*(cf. 6161.11 - Supplementary Instructional Materials)*

For grades 9-12, the Superintendent or designee shall review instructional materials in history-social science, mathematics, English/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

2. For grades 9-12, are provided by publishers that comply with the requirements of Education Code 60040-60052, 60060-60062, and 60226 (Education Code 60400)
3. Do not reflect adversely upon persons because of their race or ethnicity, gender, religion, disability, nationality, sexual orientation, occupation, or other characteristic listed in Education Code 220, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

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

4. To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of district students at their respective grade levels (Education Code 60045)
5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)
6. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

- a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
- b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

*(cf. 1325 - Advertising and Promotion)*

7. If the materials are technology-based materials, are both available and comparable to other, equivalent instructional materials (Education Code 60052)
8. Meet the requirements of Education Code 60040-60043 for specific subject content
9. Support the district's adopted courses of study and curricular goals

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6142.2 - World/Foreign Language Instruction)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6142.91 - English/Language Arts Instruction)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6142.93 - Science Instruction)*

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

10. Contribute to a comprehensive, balanced curriculum
11. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
12. Contribute to the proper articulation of instruction through grade levels
13. As appropriate, have corresponding versions available in languages other than English
14. Include high-quality teacher's resources
15. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics
16. When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

## **SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

### **Conflict of Interest**

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee who is participating as a voting committee member in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that he/she:

1. Shall not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

2. Is not employed by nor receives compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
3. Does not have and will not negotiate a contractual relationship with the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
4. Does not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district for evaluation and for possible adoption

*(cf. 9270 - Conflict of Interest)*

Regulation  
approved: December 12, 2017  
Effective: February 1, 2018

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
San Diego, California

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## **SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS**

### **RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

Whereas, the Board of Education of the San Diego Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on *(date)*, at *(time)* o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the San Diego Unified School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education Code 60605.8;

#### **Finding of Sufficient Textbooks or Instructional Materials**

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects: Mathematics, Science, History/Social Studies, English language arts, including the English language development component of an adopted program.

Whereas, sufficient standards - aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student enrolled in the following courses:

- Foreign language
- Health

**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the (*year*) school year, the San Diego Unified School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

**Finding of Insufficient Textbooks or Instructional Materials**

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: (*For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, and students enrolled in a foreign language, or health.*)

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Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: (*For each school at which there is an insufficiency, list the reasons that each student does not have sufficient instructional materials in each subject and grade level listed above.*)

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Therefore, it is resolved, that for the (*year*) school year, the San Diego Unified School District has not provided each student with sufficient textbooks or instructional materials that are consistent with the cycles and content of the curriculum framework, and;

Be it further resolved, that the following actions will be taken to ensure that all students have sufficient standards-aligned textbooks or instructional materials in all subjects that are consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (*List actions to be taken to resolve insufficiency. See Education Code 60119(a)(2)(B) for other funds that may be used to ensure sufficient instructional materials.*)

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**SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)**

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at a meeting, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Exhibit  
version: December 12, 2017  
Effective: February 1, 2018

**SAN DIEGO UNIFIED SCHOOL DISTRICT**  
San Diego, California



## LIBRARY INFORMATION

### HOURS

**Need to visit the library?** The library is open from 7am until lunch time and from after lunch until 3:30pm almost every day. On some afternoons, the librarian will have to attend meetings which will require that the library be closed.

Be sure to get a pass from your teacher if you want to use the library during class time. It must be a regular pass with your name, date, time, and teacher's signature.

### SERVICES

**Need a library book?** Here is the URL for Lincoln's library catalog - <http://destiny.sandi.net>  
Click on the catalog tab to start your search.

Be sure to look at the resource lists; the link is on the left-hand sidebar. Click on Resource Lists and then select the Public tab. There are lists for historical fiction, AP Environmental Science, science fiction, horror, funny books, and many other categories.

The library also has a large selection of audio books on MP3. There's a resource list for that.

You can check out 3 library books for two weeks. If you don't finish a book in the allotted time, you can renew it. You don't have to have the book with you to renew it.

It will be very helpful if you have your ID card out when you are ready to check out a book. If your ID card is lost or you gave it to someone who loves you, please be prepared to tell us your ID number.

### Love to read?

Consider reading the California Young Reader Medal Nominees for 2011-2012. There are three:

- *Beautiful Creatures* by Kami Garcia and Margaret Stohl
- *Matched* by Ally Condie
- *The Things a Brother Knows* by Dana Reinhardt

If you read all three before March 30, you can vote for your favorite. Your vote will help choose the winner of the California Young Reader Medal.

**Want a book that Lincoln's library doesn't have?** Talk to the librarian, she will get the book if it is possible!

**Need valid, accurate information?** Wikipedia is not always the best source of information, especially for school work. Try the databases listed below for valid, accurate information. All of the databases are linked from the library catalog at <http://destiny.sandi.net>

Here is the URL for **Lincoln's online reference book collection**:

- <http://infotrac.galegroup.com/itweb/sand92113>
- password from home: padres
- password from school: chargers

It contains literary criticism (help with your English class), history, science, and lots of short biographies.

**Encyclopedias are a good place to start when you don't know much about a subject.** Here is the URL for an encyclopedia that is free as long as you are a student in San Diego Unified School District.

*World Book Encyclopedia*  
<http://worldbookonline.com>  
Username: sandi1  
Password: library

**Need to write a pro/con paper?** Try SIRS (Social Issues Resources Series); it's organized by topic and includes newspaper and magazine articles about all of the current controversial issues. Here is the URL for Proquest, which includes SIRS.

<http://proquestk12.com>  
Be sure to click on My Products Page before you enter the username and password.  
Username: lacad  
Password: welcome

**Have questions about your health?** Teen Health and Wellness has lots of myth-dispelling information about teen health issues.

<http://teenhealthandwellness.com>  
Username: diego  
Password: diego1

## TEXTBOOKS

**Need a textbook?** The library is open from 7am until 3:30pm and closed during lunch. Get a pass to go during class time. If you get your books before or after school, you won't need a pass. Please take care of your textbooks. Never leave a book in a classroom, the teacher will have no idea whose book it is and, if someone else takes it, you will have to pay for it. Put your books in a safe place at home. Little brothers and sisters like to color on those clean white pages and new puppies love to chew on the corners. If the cover is damaged, it will cost you \$8 (our price for a new cover).

If you need to pay for a book, go to the library with cash or a money order. Here's a list of textbook prices:

Abriendo Paso : Gramatica .....	\$38.00	Conceptual Physics.....	\$68.00
Abriendo Paso : Lectura .....	\$51.00	Earth Science .....	\$68.00
Algebra 1 (Green).....	\$72.00	Economics.....	\$60.00
Algebra 2 (Orange).....	\$65.00	Geometry .....	\$68.00
American History : a survey .....	\$98.00	Literature grade 10 BLUE .....	\$74.00
American History : a survey - AP Achiever .....	\$20.00	Literature grade 9 ORANGE .....	\$74.00
American Literature.....	\$73.00	Math Matters 3 .....	\$63.00
Americans .....	\$72.00	Modern World History.....	\$74.00
AP United States History .....	\$23.00	Nuevas Vistas Introduccion .....	\$59.00
Avancemos! Level 1 .....	\$72.00	Nuevas Vistas Level 1 .....	\$61.00
Avancemos! Level 2.....	\$77.00	Precalculus .....	\$70.00
Biology 7th ed. (Advanced Placement).....	\$103.00	Psychology .....	\$70.00
BSCS biology .....	\$55.00	Psychology, Student study guide .....	\$20.00
Calculus .....	\$111.00	TI-83 Plus Calculator.....	\$100.00
Chemistry .....	\$85.00	United States Government .....	\$68.00
Chemistry: Central Science (Adv. Placement) .....	\$126.00	World Literature .....	\$73.00
Chemistry: Central Science, AP Test Prep .....	\$15.00		

## **REFUNDS**

**Found the book you paid for?** If it has been less than a year since you paid for it and the book is in acceptable condition (it can still be used), your money will be refunded. Take the book to the library and turn it in to one of the library staff members. Tell her that you paid for the book. She will fill out the request for refund form and send it to the Finance Officer. The Finance Officer will write a check and mail it to your home.

## **CELL PHONES AND ELECTRONICS**

Board of Education Policy H-6980 outlines the rules for student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses, on school buses and at school-sponsored activities, while under the supervision and control of school district employees.

According to the policy:

All students may use these devices on campus before school begins and after school ends. Students in high school grade 9-12 also may use such devices during the lunch period.

These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

**Lincoln High is not responsible for the loss or theft of cell phones or other electronic devices. The school will not spend valuable time and resources in the investigation or recovery for such items.**





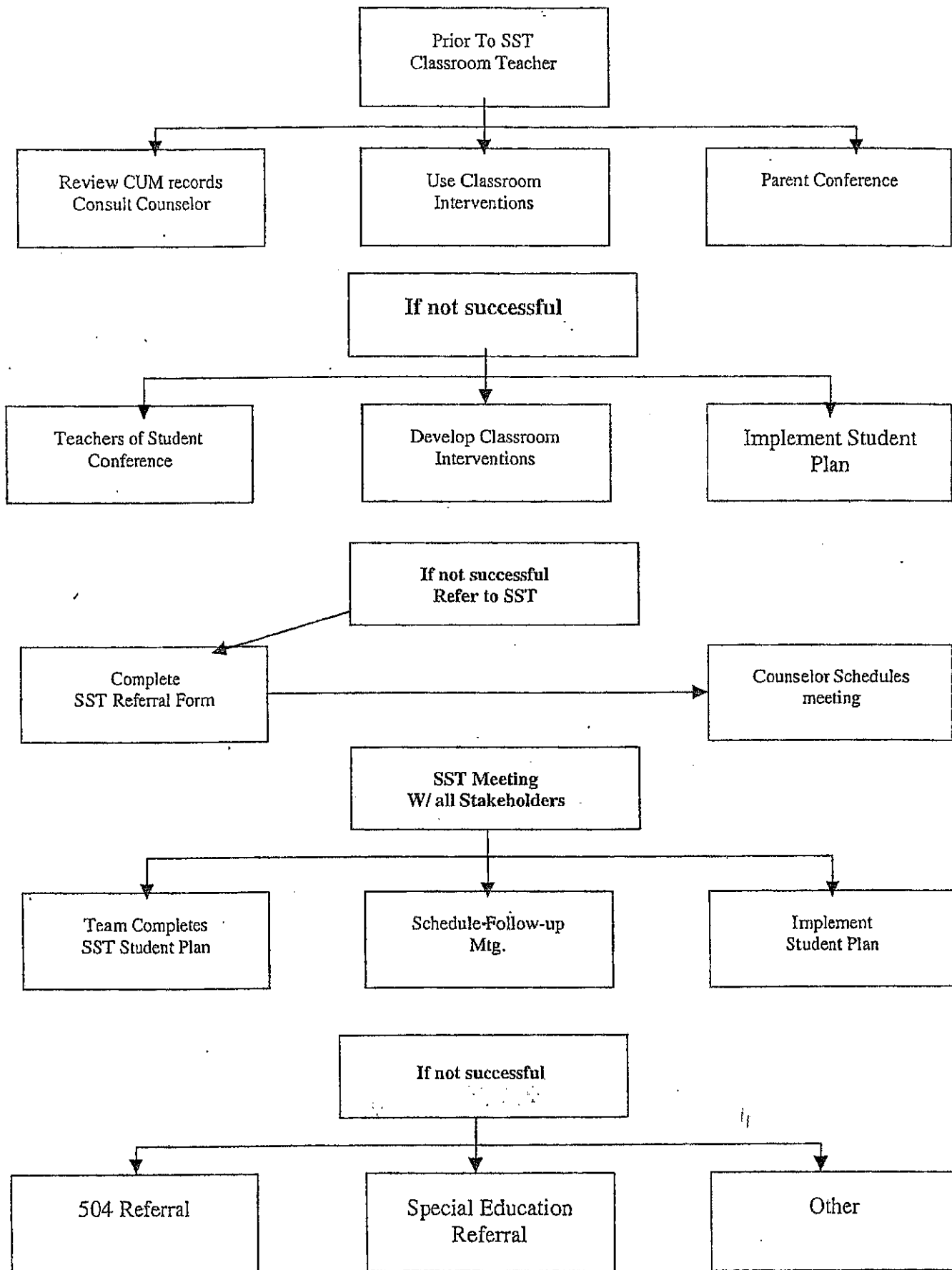
## **The Student Study Team**

- 1) The overall responsibility for the student Study team is assumed by general education.
- 2) The SST is a means to ensure discussion and ongoing strategy development with parents, staff and students, as appropriate. The SST prioritizes concerns, develops a plan to address these concerns and evaluates the effectiveness of the plan.
- 3) The SST assists the classroom teacher to identify academic, social, or health issues that interfere with the student's learning and achievement in the classroom.
- 4) The SST is a means for developing modifications and interventions which structure a student's educational program for success.
- 5) The SST is a way to assist students with learning difficulties while allowing them to be served in the general education classroom with modifications. These modifications may include: modified assignments, behavior contracts, grouping environmental modifications, use of visual aids and manipulative, mnemonics and study strategies.

**California Education Code states that the SST needs to document the modifications and interventions tried in the general education classroom and their outcomes for students who are experiencing classroom difficulties.**

**NOTE; THE SST DOES NOT FUNCTION AS AN AUTOMATIC REFERRAL FOR SPECIAL EDUCATION AND RELATED SERVICES.**

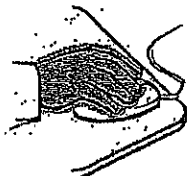
## Student Study Team Flow Chart





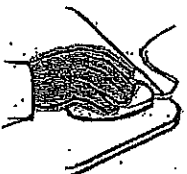
## Directions for Accessing the Special Education Procedures Manual via the District's Web Page

### STEP 1



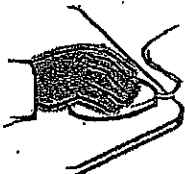
Log onto the District's web page at: [www.sandi.net](http://www.sandi.net)

### STEP 2



Click on "For District Staff"

### STEP 3



Click on "Handbooks and Guides"

### STEP 4

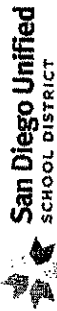


Click on "Special Education Procedures Manual"

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Student Name (Last name, first name)	Parent Name (Last name, first name)	Grade
Address	Home Phone	School
City, Zip Code	Parent/Guardian Work Phone	Teacher (Grades K-5 only)

**1. DISCRIMINATION, HARASSMENT & BULLYING (SECTION A)**

By checking each circle and signing below, I acknowledge the following:

- ☐ My student and I have read and understand the Discrimination and Harassment Policies section.
- ☐ My student and I understand the consequences should my student violate the policy.
- ☐ I have been informed of these rights.

**2. ZERO TOLERANCE (SECTION B)**

- ☐ By checking here and signing below, I acknowledge that my student has read and understands the Zero Tolerance Policy, and that my student and I understand the consequences should my student violate the policy.

**3. HEALTH REQUIREMENTS/POLICIES ACKNOWLEDGEMENT (SECTION C)**

California law requires that parents/guardians of each pupil acknowledge having been informed of rights as explained in Section C: Facts for Parents: Health Requirements.

- ☐ By checking this box and signing below, I acknowledge that I have been informed of these rights.

**4. PHOTOGRAPHY/VIDEO/MEDIA RELEASE**

During the school year, schools will have events the news media and the district may want to feature. A representative may be on campus to gather photographs and/or video footage. In addition, parents and students may take photos of events in classrooms or around schools. These photos may be posted on the Internet or otherwise distributed without the permission of the school. Your child's participation in these events is valued, and parent permission is needed to include him or her in events where photography may take place.

Parents/Guardians who prefer that their child not be photographed or videotaped must notify their school by using this form. Schools make every effort to ensure the wishes of the parent/guardian. Please be aware that photographing and videotaping by a device such as a cell phone may take place without the knowledge of the teacher, principal or district staff.

Please indicate by checking the circle(s) below if your child has your permission to participate. If you do not want your child to be photographed or videotaped at any time, check **only** the last circle. You can update this form at any time by contacting your school office.

**Please check all that apply:**

- ☐ I give my permission to have my student interviewed and photographed/videotaped by news media.
- ☐ I give my permission to have my student photographed by the district or school. Photos may be used on school or district website or brochure.
- ☐ I give my permission to have my child videotaped by the district or school. Videos may be viewed by district staff or public.
- ☐ The district or school can provide credit to my child if his or her work is highlighted.
- ☐ I DO NOT want my child photographed or videotaped.

**5. TECHNOLOGY/NETWORK ACCEPTABLE USE CONTRACT (SECTION J)**

The "Network Use Guidelines" for San Diego Unified School District is a contract and must be signed before the student is given access to the district's network (SanDiNet) and Student Connect.

- ☐ By checking this box and signing below, I, the student, understand and will abide by the rules and conditions outlined in Section J for access to SanDiNet and/or the Internet.
- ☐ By checking this box and signing below, I, the parent/guardian, give permission for my student to have access to SanDiNet, the Internet and Student Connect.

By checking the above boxes and signing to the right, I the student, and I the parent, have read, understand and acknowledge the policies and rights outlined above and described in detail in Facts for Parents.

Student Signature

Date

Student and parent/guardian must check each section, sign and return form to school office.

Parent/Guardian Signature

Date





## **ADMINISTRATIVE PROCEDURE**

CATEGORY: Instruction, Instructional Services

SUBJECT: **Student Use of District and School Data  
Communications Networks and Internet Safety Policy**

### **A. PURPOSE AND SCOPE**

1. To outline rules governing students' use of district and school data communications networks, the intranet, and internet safety and to provide for the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.
2. **Related Procedures:**

Written Communications .....	1600
Use of Technology in Instruction .....	4575
Student Use of Electronic Communication Devices .....	4581
Student-to-Student Bullying, Harassment or Intimidation .....	6381
Release of Directory-Type Student Information .....	6525
Copying and Use of Copyrighted Materials .....	7038
Staff Use of District Data Communications Networks and the Internet .....	7039

### **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board Policies A-3550 (approved 4-12-11) and G-7500; Education Code sections 51870-51874; California Penal Code sections 313 and 502; Children's Internet Protection Act H.R. 4577; United States Code Title 18 sections 1460, 2246, and 2256; 47 United States Code section 254(h); Public Law 106-554
2. **Access to Harmful Matter.** Education Code requires school districts that provide students with access to the internet or to an online service to adopt a policy regarding access to sites that contain or make reference to harmful matter as defined in Penal Code section 313 subdivision (a). "Harmful matter" means that, taken as a whole, the predominant appeal of which to the average person, applying contemporary standards, is to prurient interest (i.e., a shameful or morbid interest in nudity, sex, or excretion); matter which taken as a whole goes substantially beyond customary limits of candor in description or representation of such matters; and matter which taken as a whole is utterly without redeeming social importance for minors.
3. **Children's Internet Protection Act (CIPA) Compliance.** It is the policy of the district to:
  - a. Prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications;
  - b. Prevent unauthorized access or other unlawful online activity;
  - c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
  - d. Comply with the Children's Internet Protection Act (CIPA), Public Law 106-554 and 47 United States Code section 254(h).

### **C. GENERAL**

SUBJECT: **Student Use of District and School Data  
Communications Networks and Internet Safety Policy**

NO: **4580**

PAGE: **2 OF 7**

EFFECTIVE: **4-18-95**

REVISED: **11-15-13**

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1. **Originating Office.** Questions concerning this procedure should be directed to Integrated Technology Support Services (ITSS) or the Educational Technology Department. Suggestions concerning this procedure should be directed to ITSS.
  2. **Definitions.**
    - a. **Network:** Two or more computer systems linked to allow communication. The district's network connects schools and support offices to provide data communications, such as e-mail, file sharing, and internet access.
    - b. **Internet:** A global computer network.
    - c. **World Wide Web (www):** A global, hypertext-based information system accessible through the internet via HTTP protocol.
    - d. **Universal Resource Locator (URL):** The address of a source of information on the internet.
    - e. **E-Mail:** Electronic mail messaging over communications network.
    - f. **File server:** A shared computer providing data storage and services to users.
    - g. **District data:** Information maintained and processed in the conduct of district business as required by state or federal mandate and/or district procedure. Confidentiality restrictions may apply to information maintained as district data records and to all copies of those records.
    - h. **System administrator:** Person(s) responsible for providing and/or managing network services (e.g., file servers, electronic mail, and internet services).
    - i. **Security administrator:** Person(s) responsible for providing network security.
    - j. **Network Use Guidelines:** District guidelines for students and parents/guardians regarding acceptable use of the internet and district networks (Attachment 1)
    - k. **Student Network Responsibility Contract:** A contract between a student and parent/guardian and a school regarding acceptable use of the internet and district networks. The student and his/her parent guardian must sign this contract upon enrolling in a district school. A contract must be signed at each new district school in which the student is enrolled (Attachment 2).
    - l. **Technology protection measure:** A specific technology that blocks or filters internet access to visual depictions that are:
      - (1) Obscene, as the term is defined in United States Code Title 18 section 1460;
      - (2) Child pornography, as that term is defined in United States Code Title 18 section 2256; or
      - (3) Harmful to minors.



SUBJECT: **Student Use of District and School Data  
Communications Networks and Internet Safety Policy**

NO: 4580

PAGE: 3 OF 7

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REVISED: 11-15-13

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- m. **Harmful to minors:** Any picture, image, graphic image file, or other visual depiction that:
    - (1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
    - (2) Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
    - (3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
  - n. **Sexual act, sexual contact:** As defined in United States Code Title 18 section 2246.
  - o. **Minor:** For the purposes of this procedure, any individual who has not attained the age of 17.
  - p. **Child pornography:** As defined in United States Code Title 18 section 2256.
  - q. **Computer:** Any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with an electronic data processor.
  - r. **Obscene:** As defined in United States Code Title 18 section 1460.
3. **Acceptable Use.** The use of district network services is a privilege and is to be limited to district business as authorized by Board policy. School-level practice should support and complement district policy and procedure and should be tied to specific curriculum goals and objectives. Use of the district's network services by district employees should support district policy and procedure in the performance of their assigned duties.
4. **Prohibited Use.**
- a. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to distribution of:
    - (1) Any information that violates or infringes upon the rights of any other person.
    - (2) Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
    - (3) Advertisements, solicitations, commercial ventures, or political lobbying.
    - (4) Any information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
    - (5) Any material that violates copyright laws (Administrative Procedure 7038).

SUBJECT: **Student Use of District and School Data  
Communications Networks and Internet Safety Policy**

NO: 4580

PAGE: 4 OF 7

EFFECTIVE: 4-18-95

REVISED: 11-15-13

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- b. Any vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (California Penal Code section 502).
  - c. Inappropriate use may result in cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending upon the seriousness of the offense, any combination of the following will be enforced: Penal Code, Education Code, district procedures, or school site discipline/network use policy.
  - d. The district reserves the right to monitor internet/intranet, e-mail, and networked application usage. No student or employee should have any expectation of privacy as to his/her usage. The district reserves the right to inspect any and all files on district computers or district servers connected to district networks and to take custody and possession of those files and computers.
5. **Etiquette.** The use of the district's data communications networks requires that users abide by accepted rules of network etiquette. These include, but are not limited to:
- a. **Be polite.** Do not send abusive, inflammatory, or obscene messages to others. Use language that is appropriate for an educational setting.
  - b. **Respect privacy.** Do not reveal personal information about students or staff.
  - c. **Be considerate.** Do not use the network in a way that would disrupt the use of the network by other users.
6. **Electronic Mail.** Users of electronic mail systems should not consider electronic communication to be either private or secure; such communications are subject to review by authorized district personnel and may be subject to review by the public under the Public Records Act. Messages relating to or in support of illegal activities must be reported to appropriate authorities. Other conditions for use include, but are not limited to:
- a. Individuals are to identify themselves accurately and honestly in e-mail communications. E-mail account names and/or addresses may not be altered to impersonate another individual or to create a false identity.
  - b. The district retains the copyright to any material deemed to be district data. Use of district data sent as e-mail messages or as enclosures will be in accordance with copyright law and district standards.
7. **Responsibilities.**
- a. **Reasonable precautions by district staff.** The district maintains reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. Staff will choose resources on the internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. However, parents/guardians, students, and staff should understand that on a public network, it is not possible to control *all* material and accept

responsibility for complying with district procedures and with standards of acceptable use.

- b. **Guidelines for parents/guardians and students.** A copy of "Network Use Guidelines" (Attachment 1) must be provided to parents/guardians of students to whom the guidelines apply. Students and parents/guardians accept responsibility for abiding by the "Network Use Guidelines" and understand that violation can result in loss of access privileges and disciplinary action.
- c. **Publications of student information.** Before publishing a student's picture, name, or work for display on an internet page, the school must have on file a parent release form authorizing publication (Attachment 3).
- d. **Education, Supervision and Monitoring.** It is the responsibility of all district staff members to educate, supervise, and monitor appropriate usage of the online computer network and access to the internet in accordance with this procedure and CIPA, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of ITSS or designated representatives.

ITSS will assist schools by providing training materials and online resources for age-appropriate training of students who use the district's internet facilities. Each school principal is responsible for ensuring that each student receives this training before accessing the district's internet facilities. The training provided will be designed to promote the district's commitments to:

- (1) The standards and acceptable use of internet services as set forth in this procedure and internet safety policy;
- (2) Student safety with regard to safety on the internet; appropriate behavior while online, on social networking websites, and in chat rooms; and cyberbullying awareness and response.
- (3) Compliance with CIPA E-rate requirements.

Following participation in this training, each student will acknowledge that he/she has received the training, understands it, and will adhere to the provisions of the district's acceptable use policies.

- 8. **Technology Protection Measures.** To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter inappropriate information via internet access or forms of electronic communications. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults, or in the case of minors, minimized only for bona fide research or other lawful purposes.

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To the extent practical, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes:

- a. Unauthorized access, including "hacking," and other unlawful activities; and
  - b. Unauthorized disclosure, use and dissemination of personal identification information regarding minors.
9. **Security.** Security on any computer system is a high priority, especially in a system with many users. If any user identifies a security problem with district systems, he/she must notify the ITSS security administrator either in person or in writing, or via the network. Users should not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied network access. Violations include, but are not limited to:
- a. Illicitly gaining entry, or "hacking" into a computer system or obtaining account passwords.
  - b. Intentionally creating or distributing a computer virus.
  - c. Using district systems or equipment to knowingly disable or overload any computer system or network or to circumvent the security of a computer system.
  - d. Knowingly bypassing a district "firewall" used for blocking inappropriate internet sites and for security screening.

#### **D. IMPLEMENTATION**

- 1. Each student shall receive internet safety training, in accordance with section C(7)(d) of this procedure and must acknowledge that he/she received the training, understands it, and will adhere to this procedure and the district's "Network Use Guidelines" (Attachment 1).
- 2. Before each student is provided access to the internet or any district network, schools shall provide a copy of "Network Use Guidelines" (Attachment 1) to parents/guardians.
- 3. Students shall be provided access to the internet or to the district network only after receipt of the training in Section C(7)(d) of this procedure and after submission of his/her signed "Student Network Responsibility Contract" (Attachment 2) to the school, which school shall keep on file.
- 4. School shall obtain or have on file a parent/guardian release form (Attachment 3) authorizing publication of a student's picture, name, or work on the internet.

#### **E. FORMS AND AUXILIARY REFERENCES**

- 1. Network Use Guidelines, Attachment 1
- 2. Student Network Responsibility Contract, Attachment 2

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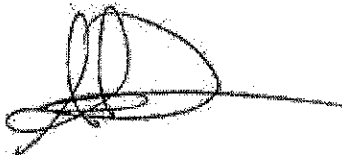
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3. Parent/Guardian Release Form, Attachment 3

**F. REPORTS AND RECORDS**

1. Attachments 2 and 3, with parent/guardian/student signature, are to be retained at the school site.

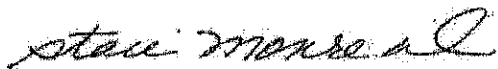
**G. APPROVED BY**



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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



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Chief of Staff





## **Network Use Guidelines**

Reference: Administrative Procedure 4580

### **Network Use Guidelines**

District Administrative Procedure 4580 provides information about the privileges and responsibilities of using the internet and district networks as part of your student's educational experience. The district SanDiNet is an electronic network with access to the internet.

Students will have access to:

- ★ Information, online databases and news from a variety of sources and research institutions.
- ★ District provided software and public domain/shareware software of all types.
- ★ Variety of web-based and software programs to publish content to the web.
- ★ Collaborative web-based programs for the purpose of project based learning.
- ★ Online courses and curriculum, academic software and electronic learning resources.

Students may have access to:

- ★ Electronic mail (e-mail) to access learning resources.
- ★ Discussion groups on a wide variety of topics.

### **1. Responsibilities**

San Diego Unified School District has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that, taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political or scientific value for minors. (Penal Code section 313)

The teacher and staff will choose resources on the internet that are appropriate for classroom instruction and/or research for the needs, maturity, and ability of their students. San Diego Unified School District takes no responsibility for the accuracy or quality of information from internet sources. Use of any information obtained through the internet is at the user's risk.

### **2. Acceptable Use**

The purpose for schools having access to SanDiNet and the internet is to enhance teaching and learning by providing access to 21st Century tools and resources as well as online instruction. Use of another organization's data networks (e.g., cell phone carriers) or computing resources must comply with rules of that network as well as district user policies.

### **3. Prohibited Uses**

Transmission of any material in violation of any federal or state law, and district policy is prohibited. This includes, but is not limited to, the distribution of:

- ★ Information that violates or infringes upon the rights of any other person;
- ★ Bullying by using information and communication technologies (cyberbullying);
- ★ Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material;
- ★ Advertisements, solicitations, commercial ventures or political lobbying;

- ★ Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
- ★ Material that violates copyright laws. (District Administrative Procedure 7038)
- ★ Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses" or pirated software, is strictly prohibited (Penal Code section 502).

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education Code, district procedures, and school site discipline/network use policy.

#### **4. Privileges**

The use of SanDiNet and the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration, teachers and/or staff may request the site system administrator or district security administrator to deny, revoke or suspend specific user access.

#### **5. Network Rules and Etiquette**

The use of SanDiNet and the internet requires that students abide by district rules of network use and etiquette. These include, but are not limited to, the following.

- ★ Be polite. Do not send abusive messages to anyone.
- ★ Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. Note: E-mail and web-based programs are not private and are subject to review by district staff. System operators have access to all mail. Messages relating to, or in support of, illegal activities must be reported to appropriate authorities.
- ★ Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, first name, or work on the internet, the school must have on file a parent release authorizing publication.
- ★ Cyberbullying is considered harassment. (Refer to the policies against Discrimination & Harassment in the Facts for Parents handbook, Section A, available on the district website at <http://www.sandi.net/site/Default.aspx?PageID=2612> .)
- ★ Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- ★ Do not disrupt the network.

#### **6. Cyberbullying**

Cyberbullying is the use of any electronic communication device to convey a message in any form (e.g., text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. Using personal communication devices or district property to cyberbully one another is strictly prohibited and may result in the cancellation of network privileges and /or disciplinary action. Cyberbullying may include but is not limited to:

- ★ Spreading information or pictures to embarrass;
- ★ Heated unequal argument online that includes making rude, insulting or vulgar remarks;
- ★ Isolating an individual from his or her peer group;
- ★ Using someone else's screen name and pretending to be that person;



- ★ Forwarding information or pictures meant to be private.

## **7. Security**

Security on any computer system is a high priority. If you feel you can identify a security problem on SanDiNet, notify Integrated Technology Support Services (ITSS) either in person, in writing, or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SanDiNet and the internet.

## **8. Vandalism**

Vandalism will result in cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses.

## **9. Cellular Telephone and Electronic Signaling Device Policy**

Education Code section 48901.5 allows school boards to set policy on the use and possession of cellular telephones and other electronic signaling devices on school campuses. Board of Education Policy H-6980 allows student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities, and while under supervision and control of district employees under the following circumstances:

- ★ All students (K-12) may use these devices on campus before school begins and after school ends.
- ★ Students in high school, grades 9-12, may use them during the lunch period.
- ★ The devices must be kept out of sight and turned off during the instructional program and in the classroom.
- ★ Unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.

Repeated unauthorized use of such devices may lead to disciplinary action.





**Student Network Responsibility Contract**

**Reference: Administrative Procedure 4580 and Attachment 1 "Network Use Guidelines"**

Please read the district's "Network Use Guidelines" (Administrative Procedure 4580, Attachment 1) before signing this document. This is a contract and must be signed before you receive access to the district's computer networks.

I understand and will abide by the district's terms and conditions for access to district networks and the internet.

I understand that the signatures below are binding and indicate the parties have read the terms and conditions carefully and understand their significance.

I further understand that any violation of these regulations is unethical and some actions could constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action will be taken against me, and appropriate legal action will be considered.

Student User's Name (please print): \_\_\_\_\_

Student User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* \* \*

**Parent/Guardian Network Responsibility Contract**

*(If user is under the age of 18, a parent/guardian must also read and sign this agreement.)*

As the parent/guardian of this student, I have read the terms and conditions outlined in the district's "Network Use Guidelines."

I understand that this access is designed for educational purposes and the San Diego Unified School District has taken precautions to eliminate controversial materials. However, I also recognize it is impossible for the district to restrict access to all controversial materials, and I will not hold the school district responsible for materials acquired on the network.

If this student has access to the internet in a setting other than school, I acknowledge that the school district is not responsible for any material the student may access.

I hereby give my permission for the student named above to have access to district networks and the internet.

Parent/Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This contract must be signed by the student and his/her parent/guardian upon enrolling at a district school. A contract must be signed at each new district school in which the student is enrolled.**





Dear Parent/Guardian:

\_\_\_\_\_ (school/teacher) would like to publish your child's name, work or picture in the \_\_\_\_\_ (e.g., the school website or newsletter) which will be available to the general viewing public.

- ☐ I give permission to have my child's name, school work or picture published as stated above.
- ☐ Please do not include my child's name, work or picture when publishing student work.

Child's Name (please print) \_\_\_\_\_

Grade \_\_\_\_\_

Parent's/Guardian's Name (please print) \_\_\_\_\_

Parent's/Guardian's signature \_\_\_\_\_

Date \_\_\_\_\_

(This form to be retained at school site)

