



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4188

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CATEGORY: **Instruction, Basic Programs**

EFFECTIVE: **1-29-62**

SUBJECT: **Family Life Education, Human Reproduction and STD/HIV Education**

REVISED: **2-09-05**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for conducting the elementary Family Life Education program and the secondary Adolescent Sexuality Education program in schools.
2. **Related Procedure:**
Nondiscrimination on the basis of sex in instructional practices 0112

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1500, F-2000; Education Code Sections 51210, 51220, 51930, 51933-51939; Health and Safety Code Section 11901.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Physical Education, Health and Athletics Department, Instruction and Curriculum Division, Office of School Site Support.
2. **Scope of Program**
 - a. **Elementary.** Family Life Education is required for grade 6.
 - b. **Secondary.** Adolescent Sexuality Education is required at middle level schools and at the high school level in grades 10 or 11. HIV instruction is required in grades 8-12.
3. **Regulations**
 - a. **Parent notification/consent.** The parent/guardian shall be notified in advance, and in writing, of the planned Family Life Education and Adolescent Sexuality Education lessons. Notification shall be sent at the beginning of each school year; for a pupil who enrolls in a school after the beginning of the school year, at the time of that pupil's enrollment.
 - (1) **Grades K-12**
 - (a) Parents/guardians must be notified of instruction about HIV/AIDS, STDs, or any class in which human reproductive organs and processes are described, illustrated, or discussed.

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- (b) Parent notification must be in writing and sent to parents/guardians via any method that the district commonly uses to communicate to all parents/guardians.
 - (c) The notice shall specify that any parent/guardian may request in writing that his/her child/ward not receive instruction.
 - (d) The notice shall include information stating the parent's/guardian's right to request a copy of specified provisions of law relating to AIDS prevention instruction and sex education (Education Code Section 51938).
- (2) When using an outside speaker or assemblies, in addition to the above requirements, parent notification must include:
- (a) The date of instruction.
 - (b) The name of organization or affiliation of each guest speaker.
 - (c) Information stating the right of the parent/guardian to request a copy of Education Code Sections 51933 and 51934.
 - (d) If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than fourteen (14) days before the instruction is delivered.
- b. **Voluntary attendance.** Attendance at the Family Life Education and Adolescent Sexuality Education programs is voluntary. Students may not be required to attend any class in which human reproductive organs and their functions and processes are described, illustrated, or discussed. No child may attend a class covered by this procedure if a written request for exclusion has been received.
- c. **Preview of materials.** Any written or audiovisual material to be used in Family Life Education and Adolescent Sexuality Education lessons shall be made available for inspection at reasonable times and places *prior* to commencement of class. The parent/guardian shall be notified in writing of his/her opportunity to inspect and review such materials. (This does not apply to descriptions or illustrations of human reproductive organs that may appear in a textbook, adopted pursuant to law, on physiology, biology, zoology, general science, personal hygiene, or health.) (Procedure 4050)

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- d. Those portions of Family Life Education classes dealing “exclusively with human reproductive anatomy” may, but need not, be conducted in separate sessions for boys and girls (Procedure 0112).

4. **Responsibility for Conduct of Program**

- a. **Life Skills resource teacher** plan, guide, and provide resources for the program.
- b. **Physical Education, Health, and Athletics Department Sexual Education Advisory Committee** (consisting of school staff members and interested community representatives) review and approve materials for use in the classroom and also may recommend policies for the teaching of Family Life Education and Adolescent Sexuality Education.
- c. **Elementary schools.** Selected trained staff implement the program. The Life Skills counselor may provide resources to site staff and assist with implementation.
- d. **Secondary schools.** Selected trained staff implement the program. Life Skills counselors may provide resources to site staff and are responsible for implementation of HIV instruction.

D. **IMPLEMENTATION**

1. **Elementary Schools**

- a. **Physical Education, Health, and Athletics Director**
 - (1) **In May each year**, issues circular to principals, giving instructions regarding Family Life Education program for coming school year; arranges for orientation and inservice of staff members.
 - (2) Ensures each school has received *Family Life Kit* to be used by teachers.
 - (3) *Approves or disapproves requests from schools to utilize teaching options other than those indicated in teaching guide.*
- b. **Principal**
 - (1) Identifies teachers who will implement Family Life Education lessons.

- (2) Plans appropriate educational experience for those students not attending Family Life Education lessons.
- (3) Plans materials preview for parents/guardians; issues invitations to parents/guardians at the beginning of the school year, using "Parent Meeting Notice" (E.4.).
- (4) Holds parent meetings at a reasonable time prior to offering Family Life Education lessons. (Details for parent meeting are available from the Life Skills counselor.)
- (5) Ensures that material to be used is available throughout the day for viewing by parents/guardians unable to attend scheduled meeting.

c. **Teacher, nurse, or other selected trained staff**

- (1) Secures signed form from parents/guardians who want their children exempt from sexuality education; forwards forms to school secretary.
- (2) Conducts classes, ensuring that no student attends a class if there is a signed exemption on file.
- (3) Attends training offered by the Physical Education, Health, and Athletics resource staff.

d. **Secretary** files returned permit forms; retains for balance of school year.

2. **Secondary Schools**

a. **Physical Education, Health and Athletics Director**, in May of each year, issues circular to principals giving instructions regarding Adolescent Sexuality Education program for coming year.

b. **Principal**

- (1) **Notification of parents/guardians.** If parents/guardians were not notified at time of students' enrollment (C.3. and Procedure 4189), principal sends letters advising when lessons will be held, including information about parent meetings.
 - (a) Mails notifications to parents/guardians, including information regarding parent meetings and preview of materials.

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- (b) Requests that parents/guardians provide written statements for exclusion of students (to be sent to school principal).
- (c) Sends names of students to be excluded to selected trained staff.
- c. **Teacher, nurse, or other selected trained staff**
 - (1) Secures signed form from parents/guardians who want their children exempt from sexuality education; forwards forms to school secretary.
 - (2) Conducts classes, ensuring that no student attends a class if there is exemption on file.
 - (3) Attends training offered by the Physical Education, Health and Athletics resource staff.
- d. **Secretary** files returned permit forms; retains for balance of school year.

E. FORMS AND AUXILIARY REFERENCES

1. Family Life Education Curriculum Binder
2. Family Life Kit, available at every school having a sixth grade
3. Family Life Education Letter, available in blackline master form in Family Life Education Curriculum Binder
4. Parent/Child Activities—Family Life Education Grade 6
5. Parent Meeting Notice, available on the district’s web site
6. School Nursing Procedure Manual
7. Curriculum Guide—Middle School Sexuality Education
8. Parent/Child Activities—A Middle School Course Companion—Sexuality Education
9. Curriculum Guide—High School “Drawing the Line”

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F. REPORTS AND RECORDS

1. Permission/exclusion forms may be destroyed at termination of school year.

G. APPROVED BY

Kerry B. Flanagan

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For the Superintendent of Public Education