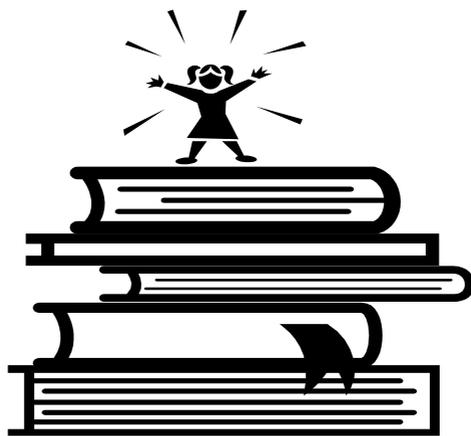


# Orange Unified School District Parent/Pupil Handbook



## 2019-2020

Please visit the District's website at:  
[www.orangeusd.org](http://www.orangeusd.org)

# Parent/Pupil Handbook

This Parent/Pupil Handbook is prepared by the  
Office of Student and Community Services  
Phone # (714) 628-5424 - Fax # (714) 628-4061

*The Parent/Pupil Handbook is provided annually to all parents and guardians whose children are enrolled in the Orange Unified School District (District). This handbook contains useful information that will assist you in communicating with the administration and staff at your child's school site. Additional information is available at the District's website: <http://www.orangeusd.org>*

*The State of California mandates that information contained in specific codes and regulations be communicated to parents and guardians annually (Education Code [EC] 48980). **This handbook contains the mandated notifications to parents and pupils, as required by law.** Included in the handbook are brief overviews of mandated information. Complete copies of individual codes and regulations will be provided to you upon request. Individual questions should be directed to your child's principal or to the Office of Student and Community services (SCS). The complete text of California Codes may be found at <http://leginfo.legislature.ca.gov/faces/codes.xhtml>*

*The Orange Unified school District's emergency card contains section-requesting parents to sign regarding the District's rules, regulations, internet use and the posting of pupil pictures on the District website (9<sup>th</sup> – 12<sup>th</sup>). Section 48983 of the California Education Code requires parents or guardians to read the California Education Code requirements and then sign the reverse side of the District's emergency cards completed for each pupil. The section is under the category of "Notification of Rights".*

*Two emergency cards are kept on file for each pupil in school. To remain legally compliant and to ensure pupil safety, it is imperative that emergency cards be filled out completely and accurately; furthermore, these cards must be updated as changes occur (EC 49408). Included on the emergency cards are the names of the pupil's doctor, all medical problem information, the names of any friends or relatives who may be contacted during an illness or emergency if a parent cannot be reached, and the names of those individuals to whom the pupil can be released. **Please note Parents** are responsible for their children at the end of the designated school day. Habitual failure to pick up children shall be considered an issue of neglect. The emergency card contains an important statement of disclosure of confidential information. Pupils are not to be released to anyone not listed on the emergency card, even if that person is a relative. **PLEASE SIGN AND RETURN THE COMPLETED EMERGENCY CARDS IN THIR ENTIRETY TO THE SCHOOL WHERE YOUR CHIL ATTENDS.** We sincerely hope that you will keep the Parent/Pupil Handbook handy and use it as a reference throughout the school year.*

**For after hour major emergencies only, call security (714) 997-6396**

# Orange Unified School District Board of Education

Alexia Deligianni-Brydges, Ed. D.	President
Kathryn A. Moffat	Vice-President
Andrea Yamasaki	Clerk
Kris Erickson	Member
Brenda Lebsack	Member
Rick Ledesma	Member
John H. Ortega	Member

## **Board of Education**

The Board of Education Members are elected by the community to provide leadership and citizen oversight of the District's schools. The Board of Education believes that its primary responsibility is to act in the best interests of every student in the District. The Board also has major commitments to parents/guardians, members of the community, District employees, the State of California, Laws pertaining to public education, and established policies of the District.

The Board of Education is comprised of seven members and each member serves a four-year term. School board members live within a specific geographic trustee area, but are elected by the majority of the voters in the District. Elections are scheduled for the first Tuesday in November in alignment with the regularly scheduled general election.

Meetings of the Board of Education are conducted for accomplishing District business and are open forums. They are held regularly at the District's Education Center, 1401 N. Handy St., Orange, CA 92867. The general meeting begins at 7:00 p.m. and the public is invited to attend. School Board meetings dates, agendas, and minutes are posted on the District website at <http://www.orangeusd.org/board/calendar.asp>. Correspondence with Board members may be established by contacting the Superintendent's Office at (714) 628-4487.

## A Message from Our Superintendent

August 2019

Dear Parents and Community Members,

Welcome to Orange Unified School District! The new school year brings with it a new mission, vision, core values, strategic initiatives, and Graduate Profile to guide the District's focus over the next five years. This new strategic plan – The Orange Unified EDGE - was created in a collaborative process that included staff, community members, parents, students, business partners, and service organizations. With a focus on **E**xcellence in academics and leadership, **D**edicated and engaged communication, **G**enuine wellness and safety, and **E**fficient utilization of fiscal capital, The Orange Unified EDGE was designed to propel Orange Unified's academic programs, community outreach efforts, student and staff support systems, and efficiency to the next level.

Measure S construction is underway at each of our four comprehensive high schools, and we look forward to seeing our new Science Complexes come to fruition. We are now in the Measure S Phase II design stage and are working to determine how to most effectively and efficiently utilize \$100 million for additional campus upgrades and classroom modernization.

Facilities district-wide are also being revitalized and updated to support our school site programs and expanded CTE Pathways, which are now offered throughout our secondary schools. We continue to prepare students for successful college, career, and Science, Technology, Engineering, Art, and Math (STEAM) experiences through technology-integrated learning and by providing a rigorous instructional program that engages all students in deeper levels of collaboration, critical thinking, and creativity.

Student attendance is important, and we'd like to encourage families to schedule vacations and doctor appointments off-hours or at the end of the day whenever possible. For students who do miss instructional time, we now offer a Saturday Enrichment Academy to help supplement classroom learning. Please contact your school if you are interested in learning more about this opportunity for students to regain lost instruction.

The success of each student is a collaborative effort between all stakeholders in the process of teaching and learning. Award-winning schools and academic success are a direct result of the hard work and dedication of Orange Unified staff in partnership with our parents and the OUSD community. I encourage each of you to work with your child's teachers and principal to help foster a positive educational experience.

Please stay up-to-date on Measure S construction, the progress of our innovative educational programs, and other important district communication by visiting [www.orangeusd.org](http://www.orangeusd.org) and following us on social media.

Sincerely,  
Gunn Marie Hansen, Ph.D.  
Superintendent of Schools



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# Boundaries/Maps/School Information

The home page of the Orange Unified School District's website is located at [www.orangeusd.org](http://www.orangeusd.org). The District's website contains information pertaining to all schools in the District and important District activities, programs, information and the student calendar containing the schedule of minimum days, holidays and related information. Please bookmark the website in your computer. This website is often used to provide information during emergencies.

If you are looking for maps and boundary information, please do the following: go to the District's home page, place the cursor on "Schools" in the horizontal menu bar, click on "School Locator and Maps," click on "School Locator," and enter the address in the box provided.

For specific information, please contact the individual school site's main office or the Boundaries office at (714) 628-4500.

# Directory of Schools/Sites

## Elementary School Listing

<b>Anaheim Hills</b>	6450 E Serrano Ave., Anaheim 92807	997-6169	Fax: 921-0584
<b>California</b>	1080 N California St., Orange 92867	997-6104	Fax: 532-4753
<b>Cambridge</b>	425 N Cambridge St., Orange 92866	997-6103	Fax: 532-4754
<b>Canyon Rim</b>	1090 S The Highlands Dr., Anaheim 92808	532-7027	Fax: 281-0418
<b>Chapman Hills</b>	170 N Aspen St., Orange 92869	532-8043	Fax: 289-0302
<b>Crescent</b>	5001 Gerda Dr., Anaheim 92807	997-6371	Fax: 997-6260
<b>Esplanade</b>	381 N Esplanade St., Orange 92869	997-6157	Fax: 532-6369
<b>Fairhaven</b>	1415 E Fairhaven Ave. Santa Ana 92701	997-6178	Fax: 532-8073
<b>Fletcher</b>	515 W Fletcher St., Orange 92865	997-6181	Fax: 921-9155
<b>Handy</b>	860 N Handy St., Orange 92867	997-6183	Fax: 532-6368
<b>Imperial</b>	400 S Imperial Hwy., Anaheim 92807	997-6282	Fax: 921-9098
<b>Jordan</b>	4319 E Jordan Ave., Orange 92869	997-6187	Fax: 532-6360
<b>La Veta</b>			

2800 E La Veta Ave., Orange CA 92869 997-6155 Fax: 639-5990

**Lampson**

13321 Lampson Ave., Garden Grove 997-6153 Fax: 971-8516

**Linda Vista** 92840

1200 N Cannon St., Orange 92869 997-6201 Fax: 532-5705

**McPherson\*** K-8th

333 S. Prospect St., Orange 92869 997-6384 Fax: 628-4321

**Nohl Canyon**

4100 Nohl Ranch Road, Anaheim 92807 997-6203 Fax: 637-2946

**Olive**

3038 N Magnolia Ave., Orange 92865 637-8218 Fax: 637-8237

**Palmyra**

1325 E Palmyra Ave., Orange, CA 92866 997-6207 Fax: 532-5704

**Panorama**

10512 Crawford Cyn Rd., Santa Ana 997-6265 Fax: 771-3402

**Prospect** 92705

379 N Virage St., Orange 92869 997-6271 Fax: 532-4092

**Running Springs**

8670 E. Running Springs Dr., Anaheim 281-451 Fax: 281-5048

**Serrano** 92808

17741 E. Serrano Ave., Villa Park 92861 997-6275 Fax: 637-2051

**Sycamore**

340 N Main St., Orange 92868 997-6277 Fax: 532-5896

**Taft**

1829 N. Cambridge St., Orange 92865 997-6254 Fax: 997-6259

**Villa Park**

10551 Center Dr., Villa Park 92861 997-6281 Fax: 532-5895

**West Orange**

243 S Bush St., Orange 92868 997-6283 Fax: 532-5894

Note: \*Magnet School with emphasis in "Science, Mathematics, and Technology".

**Middle School Listing**

**Cerro Villa**

17852 E. Serrano, Villa Park 92861 997-6251 Fax: 921-9331

**El Rancho Charter**

181 S Del Giorgio, Anaheim 92808 997-6238 Fax: 281-8791

**Portola 6<sup>th</sup> - 8<sup>th</sup>**

270 N Palm Dr., Orange 92868 997-6361 Fax: 978-0274

**Santiago Charter**

515 N. Rancho Santiago Blvd., Orange 9997-6366 Fax: 532-4758

**Yorba \* 6<sup>th</sup> - 8<sup>th</sup>** 92869

935 N Cambridge St., Orange 92867 997-6161 Fax: 532-4759

Note: \* Emphasis in the Arts.

**High School Listing**

**Canyon\***

220 S Imperial Hwy., Anaheim 92807 532-8000 Fax: 921-0278

**EI Modena**

3920 Spring St., Orange 92869 997-6331 Fax: 997-0705

**Orange**

525 N Shaffer St., Orange 92867 997-6211 Fax: 633-6460

**Richland Continuation**

615 N Lemon St., Orange 92867 997-6167 Fax: 771-5967

**Villa Park**

18042 Taft Ave., Villa Park 92861 532-8020 Fax: 628-4302

*\*International Baccalaureate*

## **Other District Schools/Facilities**

**Canyon Hills School**

260 S Imperial Hwy., Anaheim 92807 998-5000 Fax: 921-0935

**Career Education Center**

250 S Yorba St., Orange 92869 628-546 Fax: 997-6035

**Community Day School**

250 S Yorba St., Orange 92869 628-5479 Fax: 997-6035

**District Office**

1401 N Handy St., Orange 92867 628-4000

**Maintenance and Operations**

726 W Collins Ave., Orange 92868 997-6378 Fax: 532-2589

**Transportation:**

726 W. Collins Ave., Orange 92868

**Bus Passes** 538-8295 Fax: 639-1100

**Business Office** 997-6244 Fax: 639-1100

**Dispatch Office** 997-6357 Fax: 639-6748

## **Other Important Phone Numbers**

Superintendent of Schools 628-4487 Fax: 628-4041

Assistant Superintendent-Business Services 628-4479 Fax: 628-4046

Assistant Superintendent-Educational Services 628-4466 Fax: 628-4056

Assistant Superintendent-Human Resources 628-5515 Fax: 628-4011

Coordinator-Alternative Education 628-5479 Fax: 538-8941

American Indian Education 628-4419 Fax: 532-8068

Athletics/Use of Facilities 628-4345 Fax: 628-4417

CARES/Child Care 628-5360 Fax: 771-7984

Child Development Center 628-5570 Fax: 771-7984

Early Learning Center/Preschool 628-5577 Fax: 997-6258

Human Resources 628-5522 Fax: 628-4011

Community Day School 628-5479 Fax: 538-8941

Curriculum 628-5451 Fax: 628-4085

District Registrar 628-5424 Fax: 628-4061

Educational Technology 628-4110 Fax: 628-4056

504 Plan 628-5424 Fax: 628-4061

Foster Youth Liaison 628-5424 Fax: 628-4061

Gifted and Talented Education	628-5451	Fax: 997-6035
Health Services	628-5560	Fax: 628-4224
Home/Hospital Program	628-5469	Fax: 538-8941
Homeless Liaison	628-5405	Fax: 649-4096
Home Schooling	628-5479	Fax: 538-8941
Independent Study	628-5479	Fax: 538-8941
Inter-district Transfers	628-5424	Fax: 628-4061
Language Assessment Center	997-6177	Fax: 532-8068
Accountability Equity & School Support	628-5405	Fax: 628-4096
Nutrition Services	997-6354	Fax: 997-6149
Orange Pre-K /Special Education	997-6202	Fax: 997-6270
Research and Assessment	628-5457	Fax: 628-4056
Security	997-6396	Fax: 532-2589
Special Education	628-5550	Fax: 628-4066
Student and Community Services	628-5424	Fax: 628-4061
Title II ADA Coordinator, Scott Harvey	628-4570	Fax: 532-2589
Transcripts/Records	628-5424	Fax: 628-4061

## **Schedule of Minimum Days and Pupil-Free Staff Development Days (EC § 48980)**

The District is required to advise all parents/guardians of the schedule of minimum days and pupil-free staff development days. Please refer to the specific school's website to access the individual school's calendar and minimum day schedule. If any minimum or pupil-free staff development days are scheduled following the distribution of this notice, the District will notify you as early as possible, but no later than one month before the scheduled minimum or pupil-free day. District calendars and school web sites may be accessed through the District web site: [www.orangeusd.org](http://www.orangeusd.org)

## **Pupil Rights and Responsibilities**

### **Pupil Rights**

The pupils enrolled in the District have the right to a meaningful education that will be of value for the rest of their lives;

- the maintenance of high educational standards
- a meaningful curriculum and the right to voice opinions in the development of such curriculum
- physical safety and protection of personal property
- safe buildings and sanitary facilities
- consultation with teachers, counselors, administrators, and other staff members
- free election of their peers in the pupil government process and the right to seek and hold office
- democratic representation on administrative committees affecting pupils and pupil rights
- participation in the development of rules and regulations

- see their own personal files, cumulative folders, transcripts, etc., in conformity with provisions of EC §49061-49078
- present petitions, complaints or grievances to school authorities and to receive prompt replies
- not be penalized in any way by the school administration for the beliefs they hold provided they do not violate the rights of others
- respect from teachers and administrators, which would exclude their subjection to cruel and unusual punishments
- exercise their constitutionally protected rights of free speech and assembly on their own campus so long as they do not interfere with the operation of the regular school program.

However, pupils must refrain from any distribution or display of materials that is obscene according to the current legal definitions, that is libelous, or that is advocating the commission of unlawful acts;

- to wear political buttons, arm bands or other symbols of expression
- to use bulletin boards designated by the principal without prior censorship requirements, or approval by the administration or the Board of Education
- to distribute political leaflets, newspapers, or other printed matter both inside and outside of school property

The time of such distribution may be limited to before and after school, during lunch, or other free periods to prevent interference with classroom activities; to form political and social organizations; to determine their own appearances if that appearance is not disruptive to the learning process, is unsafe, or gang related.

# Parent Rights

## Rights of Parents and Guardians

Parents and guardians have the right to be informed by the school and to participate in the education of their children. *Parents and guardians have the right to observe classrooms within a reasonable time of their request. Parents should call ahead and arrange a mutually agreeable time with the principal and teacher. It may be appropriate for an administrator to accompany the visitor. Parents are requested to stay for a reasonable time and honor instructional time by not talking to the teacher or pupils during their visitation. The school reserves the right to reschedule the visitation at their discretion;* volunteer their time and resources; be notified on a timely basis if their child is absent from school without permission; receive the results of their child’s performance and the performance of the school on standardized tests; request a particular school for their child and receive a response from the District; have a school environment for their child that is safe and supportive; examine the curriculum materials of their child’s classes; be informed of their child’s progress in school and of the appropriate staff to contact should a problem arise; access the school records of their child; receive information about the academic performance standards, proficiencies, or skills their child is expected to accomplish; be informed in advance about school rules, including disciplinary rules and procedures in accordance with Section 48980, attendance policies, dress codes, and procedures for visiting the school; receive information about any psychological testing and deny permission

to test; participate as a member of a parent advisory committee, school-site council, or site-based leadership team; challenge anything in their child's record and receive a response from the school; and be notified as early in the year as practicable if their child is identified as being at risk of retention and their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain. Annual notification recommended (EC §51101).

### **EC §51101.1 Rights-Parents/Guardians Who Lack English Fluency**

The District is required to take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English are properly notified in English and in their home language under EC § 48985 (15 percent rule) of the rights and opportunities available to them. Rights include being given any required written notification, under any applicable law, in English and the pupil's home language. Under EC § 48985 if 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten to 12, inclusive, speak a single primary language other than English. It encourages schools with a substantial number of pupils with a home language other than English to establish parent centers with staff who can communicate with the parents or guardians (amended by AB 2525, Ch. 896, and Statutes of 2004).

### **Title I District Parent and Family Engagement Policy**

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

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318) OUSD Board Policy 6020.

## **How to Help Your Child Succeed in School**

These helpful hints are presented by parents who have worked with their schools to help in the education of their children. The parents recommend that you make sure your child goes to school every day on time with a breakfast and a good night's sleep; monitor your child's progress by looking at work samples and initialing; return calls from the school; provide a study environment and time for homework; read the school and teacher newsletters; come to events such as parent conferences, "back to school night," and "open house;" support the school's efforts to make your child a responsible citizen; emphasize the

importance of doing homework and returning it in a timely manner; emphasize the need to complete all missed assignments and return them to the teacher after an absence; offer to help accompany your child's class on a field trip; volunteer to work for the teacher to help in some way for the school. Check with the school's office for areas needing volunteers. There are jobs that even working parents can help with at your child's school; communicate as needed with your child's teacher. It is best to contact in person. If that is not possible, communicate in writing or by phone; attend school or district sponsored parent workshops; go with your child regularly to the library and read with your child every day; be supportive of your child's teacher; make a routine time and place for homework; provide materials such as paper, pencils, and erasers; encourage your child to make up words; stress the importance of responsibility. Give your child things to do, such as chores or jobs; stress the importance of an education. Show your child how your education helps you do everyday tasks. What you value, your child will also value. Let your child help you read recipes, measure, or run a calculator.

## **Classroom Visitation and Communication about Your Child's Progress is Encouraged**

Please communicate early. Do not wait for problems. Call your child's teacher. Examine your child's work. Talk to your children about what they are doing. Please call and make an appointment with the teacher when you wish to visit your child's classroom. All visitors must first report to the office and sign in. Teachers appreciate knowing if you are coming. They can make you aware of any special schedules, programs, or times when the pupils are outside of the classroom. Contact your school site regarding their Pupil Study Team when a formal discussion about a pupil's progress is needed. For families with internet access, one of the best ways to communicate with your child's teacher is through the Parent Portal. **For information on the Parent Portal, contact your child's school's main office or Information Services at (714) 628-4550.**

## **School Accountability Report Card**

Each District school site annually prepares a "school accountability report card". The report card provides specific school site information and educational statistics. Copies are distributed to each school and additional copies are available on request. Please contact the individual school site (EC §§35256, 32286). Also, individual school accountability report cards have been placed on the District's website at <http://www.orangeusd.org> EC §35258

## **Graduation Requirements/Standards of Proficiency/Requirements**

Graduation from California's public schools implies that the pupil has satisfactorily completed the prescribed courses of study for several grade levels. Has satisfactorily passed any examinations and other requirements set by the faculty, and has completed the standards of proficiency as required by law (EC 51216). Graduation requirements are

available at all senior high school sites and can be found on the OUSD website.

## **Foster Youth, McKinney - Vento Youth, Former Juvenile Court School Pupil, and Children of Military Families**

A homeless youth foster youth, former juvenile court school pupil, or pupil who is a child of a military family who transfer between schools or district any time after the completion of the pupil's second year of high school shall be exempt from all coursework and other local graduation requirements adopted by the governing board beyond the statewide coursework requirements, unless a finding is made that the pupil is reasonably able to complete the district's graduation requirements in time to graduate by the end of the pupil's fourth year in high school. Within 30 calendar days of the date a pupil transfers into a school, the district shall notify the pupil, the holder of educational rights, and the pupil's social worker, of the availability of the exemption and whether the pupil qualifies for the exemption. If the district determines the pupil is reasonably able to complete the district's graduation requirements within the pupil's fifth school year of high school, the district must: 1) inform the pupil of his/her option to remain in school for a fifth year to complete the district's graduation requirements; 2) inform the pupil and the holder of educational rights about how remaining in school for a fifth year will affect his/her ability to gain admission to a university; 3) provide the pupil information about transfer opportunities available through the community colleges; and 4) permit the pupil to stay in school a fifth year to complete the school's graduation requirements upon agreement with the pupil (if 18) or the holder of educational rights. EC §51225.1

Military Families are required to provide proof of residency to a school district within ten days after the date of enrollment on official documentation. SB 344 (Bradford)

McKinney-Vento Homeless Assistance Act Title 17 (11431-11435)

### **College Admission Requirements: Career Technical Education Pathways**

College Admission Requirements: The University of California (UC) and the California State University (CSU) have established common high school course requirements for undergraduate admission. Pupils who take these courses and meet other specific criteria are eligible to apply and be considered for admission. EC § 51229, 48980

The following list is commonly referred to as the "A-G" requirements:

- 1) two years of history/social science;
- 2) four years of college preparatory English or language instruction;
- 3) three years of college preparatory mathematics;
- 4) two years of laboratory science;
- 5) two years of the same language other than English;
- 6) one year of visual and performing arts; and
- 7) one year of college preparatory elective.

*Websites:* The following UC and CSU web sites help pupils and their families learn about college admission requirements, and also list high school courses that have been certified for undergraduate admission:

UC:[www.universityofcalifornia.edu/admissions/undergrad\\_adm/paths\\_to\\_adm/](http://www.universityofcalifornia.edu/admissions/undergrad_adm/paths_to_adm/)

Career Technical Education (CTE): brings students, educators and employers together to develop and strengthen the relationship between what is being taught in the classroom and its application in the workplace. Its programs prepare students with 21st-century skills. CTE is made up of 15 industry sectors, which include 58 career pathways related to all occupations. (1. Agriculture & Natural Resources 2. Arts, Media & Entertainment 3. Building & Construction Trades 4. Business & Finance 5. Education, Child Development, & Family Services 6. Energy, Environment & Utilities 7. Engineering & Architecture 8. Fashion & Interior Design 9. Health Science & Medical Technology 10. Hospitality, Tourism, & Recreation 11. Information & Communication Technology 12. Manufacturing & Product Development 13. Marketing, Sales, & Services 14. Public Services 15. Transportation).

A series of courses grouped together integrate academic and technical training to provide students with a pathway to postsecondary education and careers. Some CTE classes stand alone, and others are found in California Partnership Academies, Multiple Pathway programs or Regional Occupational Programs. CTE engages students, increases attendance and graduation rates, helps close the achievement gap, and raises grades. CTE and ROP courses are an integral part of California's systemic career preparation and workforce development efforts for the secondary education level. High School pupils receive credit toward graduation and may experience on-the-job training at a local business site. For information on secondary course offerings, please contact your high school or the Office of Curriculum and Instruction at (714) 628-5452

**Counseling:** For further guidance in meeting college entrance or career technical education requirements counselors are available at each high school. You and your student are encouraged to make an appointment with a counselor at the school's counseling office or you may call the school for an appointment. (See school telephone listings in front of this handbook.)

*Website for Career Technical Education:* Pupils can learn more about career technical education at the following California Department of Education website: [www.cde.ca.gov/ci/ct/](http://www.cde.ca.gov/ci/ct/) <http://www.cde.ca.gov/ci/ct/sf/> <http://statecenter.com/resources>

## **Participation in Career Counseling and Course Selection**

You have the right to participate in counseling sessions and decisions concerning career counseling and course selection, commencing with course selection for grade 7. §221.5

## **Extra-Curricular Activities**

Secondary pupils must maintain a 2.0 "C" or better overall grade point average from the previous designated grading period in order to be eligible to participate in extra-curricular activities. Each secondary pupil is allowed only one quarter of probation to bring the grade point average up to a 2.0 GPA while still participating in extra-curricular activities (Board Policy §5120).

## **Secondary Athletics Participation and Eligibility**

2.0 GRADE POINT AVERAGE: It is C.I.F. and Board Policy that requires all pupils maintain a 2.0 grade point average to participate in sports. A student is on probation when he falls below a 2.0 GPA. Any grading period thereafter, falling below the 2.0 means the pupil will be ineligible for competition for that grading period. Grades from the first and third quarter as well as first and second semester will be used to determine eligibility. Pupils have residence eligibility upon initial enrollment in the ninth grade of the school. That school will remain the pupil's resident school for their entire school career. If a pupil moves with their legal guardians into a school's attendance area, they are eligible for athletic participation. If there has been no residence change and you change schools, please see the site Athletic Director for the appropriate paperwork and refer to CIF Rule book section -Transfer Eligibility before participating in any athletic contest or organized practice, an OUSD Participation Handbook must be completed, including proof of medical athletic screening, insurance, limited liability waiver, transcript release, athlete code of conduct, parent code of conduct, and emergency cards.

Homeless and Foster Care immediately meets the residency requirements for participation in interscholastic sports or other extracurricular activities. EC §48850

## **Concussions and Head Injuries**

If a school district elects to offer an athletic program, the school district shall comply with both of the following:

(1) An athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the activity for the remainder of the day, and shall not be permitted to return to the activity until he or she is evaluated by a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice. The athlete shall not be permitted to return to the activity until he or she receives written clearance to return to the activity from that licensed health care provider.

(2) On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the athlete and the athlete's parent or guardian before the athlete is initiating practice or competition. California Education Code §4947

## **Middle School Promotion**

Middle school promotion requirements are available at all middle school sites and are included in the Middle School Course Catalog, which can be found on the District website. The students are required to pass 36 of 42 credits (pupils receive one credit for each class in middle school) and not fail more than one class in any academic area. The parents/guardians of pupils who are at-risk of being retained shall be notified. At the conclusion of each grading period, teachers will determine the effectiveness of each pupil's academic interventions. These will be indicated on the report card when appropriate. Pupils

who earn the designated number of middle school credits shall be permitted to participate in their middle school promotion ceremony.

## **Retention**

Pupils progress with their peer group as they matriculate from grade level to grade level. To accomplish this, instruction accommodates the varying interests, abilities and growth patterns of individual pupils, and include strategies for providing extra attention or assistance when needed. The District has developed promotion, acceleration, retention, and intervention strategy procedures and guidelines, which include: timelines, criteria for retention, promotion, acceleration, special consideration for special education, 504, and English language learner pupils, and parental appeal process. The State of California mandates retention policies that begin between grades two and three for reading proficiency. Retention is also mandated between third and fourth grade for reading; between fourth and fifth grade for reading, language arts and mathematics; between fifth and sixth grade for reading, language arts and mathematics; and between elementary and middle school for reading, language arts and mathematics. Research indicates, and parents and staff concur, that intervention and retention needs to begin as early as possible for the best results.

Under normal situations, pupil retention should be utilized only once during K-6. The District provides options for intervention at individual school sites, to meet the varying needs of individual students.

Before the final grading period of each year, a Promotion Retention Review Team meeting (comprised of administration, teachers, parents and students) will be scheduled for pupils who have not met the District's criteria. The purpose of the meeting will be to evaluate all pupil information and determine if retention is appropriate. Parents shall have the right to appeal the retention of their children. For more information on retention, please contact your school site's administration (EC §48070-48070.5).

## **Notice of Alternative Schools**

California law authorizes all school districts and the County Department of Education to provide alternative schools. Further information on alternative schools may be obtained from the County Superintendent of Schools or the Office of Student and Community Services at 628-5424. The Board of Education, in recognition of its responsibility for the education of all youths in the school system, including the "at-risk" pupil, may provide alternative programs to enable pupils to acquire a high school diploma (EC §58501). Section 58500 of the Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- a) Maximize the opportunity for pupils to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b) Recognize that the best learning takes place when the pupil learns because of his/her desire to learn.
- c) Maintain a learning situation maximizing pupil self-motivation and encouraging the pupil in his/her own time to follow his/her own interests. These interests may be

conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.

- d) Maximize the opportunity for teachers, parents, and pupils to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e) Maximize the opportunity for the pupils, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information.

This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. Further, a copy shall be posted in at least two places, normally visible to pupils, teachers, and visiting parents in each attendance unit, for the entire month of March in each year.

### **Notification of Homeless and Foster Youth Liaisons**

McKinney-Vento Homeless Education: Part of the *Every Student Succeeds Act* (ESSA) Act ESEA, the McKinney-Vento Homeless Education act ensures that pupils in non-traditional housing situations (lacking regular, fixed and adequate nighttime residence) have equal access to education. Homeless pupils (preschool through school age) have the following protections under the law: immediate enrollment, to continue in the school in which they were last enrolled, even if you have moved away from that school's attendance zone or district, to enroll without giving a permanent address; to enroll even if you do not have school or immunization records, to enroll and attend classes while school arranges for transfer of required school records; to attend school and participate in school programs offered to all pupils; to receive special programs and services as needed. Parents have the right to appeal enrollment decisions.

A dispute resolution process is in place at OUSD that adheres to state regulations.

Directory information shall not be released regarding a pupil identified as a homeless child or youth unless a parent or youth accorded parental rights has provided written consent. However, case management worker, caregivers, and foster family agencies may access student records. SB 233 (Beall)

For the "Homeless Liaison", contact the Office of Student and Community Services, (714) 628-5424. The Administrative Director of Student and Community Services (714) 628-5424 is the liaison for the "Foster Youth Program" under the provisions of AB 490. (EC §48852.5)

## **Gifted and Talented Education (GATE)**

The Orange Unified School District offers qualitatively differentiated programs for

students possessing capacity for excellence beyond that of their chronological peers. These programs are available at all levels of the District's curriculum for the purpose of challenging and developing the academic and creative abilities of identified gifted students. Students are universally screened for the Gifted and Talented Education Program at 3<sup>rd</sup> grade. Students in the 2<sup>nd</sup> - 6<sup>th</sup> grade may also be referred for testing by teachers, parents and/or administrators. Four (4) GATE Elementary Magnet Programs serve the geographic areas of the District. GATE identified students at our Middle Schools have access to Honors Classes in English, Social Studies, Mathematics and Science. Students are provided cluster group enrichment and accelerated learning activities. Each high school also offers Honors Classes in English, History, Science and Mathematics. In addition, students have the availability to enroll in a myriad of Advanced Placement courses, which include: English Literature & Composition, English Language & Composition, U.S. History, American Government, Economics, European History, Calculus, Biology, Chemistry, Physics, Art History, Psychology, German, and Spanish. The International Baccalaureate Program is offered at Canyon High School and the Early College Academy is offered at Orange High school. Both of these programs offer rigorous learning opportunities for students throughout the district. For further information log on to the District GATE, web site at [www.orangeusd.org/gate](http://www.orangeusd.org/gate) or call the Office of Curriculum and Instruction at (714) 628-5452.

## **Education for English Language Learners**

### **Assessment and Placement**

Upon enrollment, each pupil's primary language shall be determined. Within 30 days of initial enrollment, pupils identified as having a primary language other than English are assessed for English proficiency in listening comprehension, speaking, reading, and writing. The District has developed criteria for determining pupils' instructional program on the basis of these assessments (EC §52164.1, 62002; Code of Regulations, Title 5, Section 4304). SB 2083 enacted the "English Learner and Immigrant Pupil Conformity Act" to ensure reasonable access to educational opportunities. The state of California will begin testing students for English language proficiency using the initial ELPAC (English Language Proficiency Assessment) beginning July 1<sup>st</sup> 2018. Students that are determined to be English Learners will receive annual testing using the ELPAC summative in the Spring of 2019.

### **Notifications to Parents/Guardians**

The Superintendent or designee shall send a notification of the results of English proficiency assessments to all parents/guardians of pupils assessed, whether the pupil is designated as fluent English proficient or limited English proficient (EC §52164.1). These notifications shall be written in English and in the pupil's primary language (if 15% of enrollment). In addition, the notice shall be given orally when staff has reason to believe that a written notice would not be understood (Code of Regulations, Title 5, Section 4308). Parents/guardians also shall be notified of the results of any reassessments (EC §52164.3). Before pupils are enrolled in a program for English language learners, parents/guardians also shall receive information about the program and their opportunities for parental involvement as specified in law. This information shall include the fact that an individual pupil's participation in the program is voluntary on the part of the parent/guardian (EC §52173) (cf. 5145.6 – Parent Notifications).

# California Education for a Global Economy

## **Parental Notice**

(a) An LEA shall notify parents of the language acquisition programs and language programs available in the LEA at the time and in the manner specified in Education Code sections 48980 and 48981. The notice specified in this section shall include a description of the process for parents to request a language acquisition program or language program for their child.

(b) Regarding language acquisition programs, the notice shall include:

(1) A description of any such programs provided, including Structured English Immersion;

(2) Identification of any language to be taught in addition to English, when the program model includes instruction in another language;

(3) The information set forth in section 11309(c); and

(4) The process to request establishment of a language acquisition program not offered at the school.

(c) Regarding language programs, the notice shall specify the language(s) to be taught, and may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

(d) Parents of pupils enrolling in an LEA after the beginning of the academic school year shall be provided the notice described above upon enrollment. An LEA may provide notice to parents at additional times throughout the year.

(e) The notice to parents pursuant to this section shall be provided as described above. Additionally, verbal notice shall be provided, upon request, as reasonably necessary to effectuate notice to the parents.

NOTE: Authority cited Section 33031, Education Code. Reference: Sections 305, 306, 310, 48980, and 48981, Education Code; 20 U.S.C. sections 1703(f), 6311 and 6318

## **Reclassification**

English language learners shall be reclassified to fluent English proficient when they are able to comprehend, speak, read and write English well enough to receive instruction in the regular program and make academic progress at a level equivalent to that of pupils of the same age or grade whose primary language is English. The proficiency shall be assessed by means of the following criteria (EC §52164.6):

1. Teacher evaluation of the pupil's English language proficiency and curriculum mastery;
2. Objective assessment of the pupil's English listening comprehension, speaking, reading and writing skills;
3. Objective data on the pupil's academic performance in English; and
4. Parent opinion and consultation;

## **Advisory Committees**

When there are 51 or more English learners in the District or 21 or more at a school, parent/guardian advisory committees shall be maintained to serve the advisory functions

specified in law. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as their children represent of the total number of pupils in the school (EC §52176, 62002.5, cf. 0420 – School Plans/Site Councils, cf. 1220 –Citizen Advisory Committees, cf. 6020 – Parent Involvement).

## **Pupil Testing**

An effective pupil assessment program needs to be comprehensive and coordinated with instruction. It should produce valid, reliable, and specific data that can be used by pupils, parents, and staff to measure pupil achievement and to make curricular and instructional decisions to improve pupil achievement. To accomplish these ends, the Orange Unified School District uses a variety of methods to assess pupil progress.

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

The following assessments are anticipated to be a part of this testing year

#### **SMARTER BALANCED ASSESSMENT CONSORTIUM SUMMATIVE ASSESSMENTS**

The California Assessment of Student Performance and Progress (CAASPP) computer adaptive assessments and performance tasks are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered online in grades three through eight and grade eleven to measure whether students are on track to college and career readiness.

#### **CALIFORNIA SCIENCE TEST (CAST)**

The computer-based CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades five and eight, and once in high school.

#### **CALIFORNIA ALTERNATE ASSESSMENT (CAA)**

The computer-based CAA for English language arts/literacy (ELA) and mathematics is administered to students with the most significant cognitive disabilities in grades three through eight and grade eleven. Test items are aligned with the alternate achievement standards, called the Core Content Connectors (CCCs). and linked to the Common Core State Standards (CCSS) for ELA and mathematics The instructionally embedded CAA for Science is administered in grades five and eight, and once in high school.

#### **EARLY ASSESSMENT PROGRAM (EAP):**

For eleventh graders, the Smarter Balanced summative assessments are a factor of the California State University's (CSU's) Early Assessment Program (EAP), which determines readiness for college-level coursework. The CSU and participating California community colleges will use various measures, including student results from the Smarter Balanced Summative Assessments, as a student's EAP status in English and mathematics:

- Students who score at the highest performance level ("Standard Exceeded") are considered ready for college-level coursework in English and/or

mathematics and exempt from taking the CSU English Placement Test (EPT) and/or Entry Level Mathematics (ELM) exam.

- Students who score at the “Standard Met” performance level are considered conditionally ready for college-level coursework in English and/or mathematics and exempt from taking the CSU English Placement Test (EPT) and/or Entry Level Mathematics (ELM) exam. However, they must take an approved English and/or mathematics course in twelfth grade and receive a grade of “C-” or better. Students that do not meet the conditional requirement will need to participate in the CSU’s Early Start Program, unless exemption was met through another pathway.

- Students who score at the “Standard Nearly Met” performance level are considered not yet ready for college-level coursework in English and/or mathematics and will need additional preparation in the twelfth grade. They will also be required to participate in the CSU Early Start Program, unless they meet other Early Start Program exemptions

- Students who score at the “Standard Not Met” performance level are considered not ready for college-level work in English and/or mathematics by the CSUs and CA Community Colleges. They will also be required to participate in the CSU Early Start Program, unless they meet other Early Start Program exemptions.

### **District Testing Program**

In addition to the summative information provided by the CAASPP program, the District utilizes its own standards-based testing program to provide formative information to teachers and pupils throughout the school year. These formative assessments and data are used to continuously monitor pupil achievement and drive instructional practices that improve and optimize learning and results.

### **Physical Fitness Testing**

The Physical Fitness Test (PFT) for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. This test provides information that can be used by pupils to assess and plan personal fitness programs, by teachers to design the curriculum for physical education programs, and by parents and guardians to understand their children’s fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California pupils. By law (EC §60800), all school districts in California are required to administer the PFT annually to all pupils in grades five, seven, and nine. This assessment includes measures of pupils’ aerobic capacity, body composition, muscle strength, endurance, and flexibility. Results are reported to the California Department of Education every year and are available at <http://www.cde.ca.gov/ta/tq/pf/>.

## **Pupil Insurance**

Medical and hospital services for injuries sustained in an athletic activity are not provided nor made available by the Governing Board (EC §49470-49474). All pupils participating in athletic events must be covered by insurance providing for at least \$1500 medical and hospital expenses and \$1500 for accidental death (EC §31751-52 32221.5). The District has a policy to cover pupils traveling to and from an athletic event and who are performing duties in connection with the team or the event in which the team participates.

Such pupils (non-competitors) include yell and song leaders, band and drill team managers.

If a pupil intends to participate in athletics, as noted above, and is already covered through a family insurance program providing the required minimum coverage, insurance requirements may be satisfied by completing an affidavit and returning it to school. In the event that participating athletes have a family medical insurance program, but do not have an accidental death policy for at least \$1500, they may purchase a separate accidental death policy with a \$1500 benefit to be effective for the school year only (Board Policy 5143). Insurance coverage is offered to any pupil in the District, whether or not the pupil participates in athletics. Parent/guardians may purchase from state-authorized agency "pupil insurance" for medical and hospital services that may be needed for pupil injuries occurring during the regular school day, transportation to or from school, or during any other authorized school activity (EC §49472).

### **Personal Property**

The District is not responsible for the personal property of pupils (such as books, computers, other electronic devices, sports equipment or clothes and glasses). Pupils should place their name on all items of value. Parents should review their personal property/homeowner's policy to determine whether valuable equipment would be covered in the event of theft or loss. Pupils should never leave purses, backpacks or wallets unattended and should be sure to keep their valuable personal property with them at all times.

### **Pupil Records**

A pupil record is any item of information directly related to an identifiable pupil, other than directory information, which is maintained by the District or required to be maintained by a District employee in the performance of his/her duties, whether recorded by handwriting, print, tapes, film, microfilm or other means. Pupil records include a pupil's health record.

Your child's Principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the District office, the responsible official is the District Registrar.

The law requires that a log or record be maintained for each pupil's record, which lists all persons, agencies, organizations requesting, or receiving information from the record and the legitimate interests therefore. For records maintained at your child's school, the log is located in the Principal's office. For records maintained at the District office, the log is located in the office of Student and Community Services, District Registrar.

The Governing Board of the District is required to retain indefinitely the original or an exact copy of mandatory permanent pupil records (Class 1 – Permanent Records), which schools have been directed to compile by California regulations; maintain for stipulated periods of time mandatory interim pupil records (Class – 2 Optional Records), until the information is no longer needed to provide educational services to a child and are retained until reclassified as (Class 3 – Disposable Records), and then destroyed as per California regulations (5CCR432). Unless classified as permanent records, all other pupil records are destroyed five years after the information is no longer needed to provide educational services (5 CCR 16027).

The following information contains an annual mandated notification as to the categories of directory information the school or district plans to release and the recipients of the information.

This notification also informs parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the District in writing that he/she does not want a certain category of information designated as directory information (EC §49063, 49073; 34 CFR 99.37). The Governing Board recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law and Board Policy.

The Superintendent or designee may release pupil directory information to representatives of the news media or nonprofit organizations in accordance with Board Policy and administrative regulation (cf. 1112 -Media Relations). The Superintendent or designee may limit or deny the release of specific directory information to any public or private nonprofit organization based on his/her determination of the best interest of the pupil (EC §9073). Directory information" means one or more of the following items: pupil's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. (34 CFR 99.3; EC §49061).

Directory information shall not be released regarding any pupil whose parent/guardian notifies the District in writing that such information may not be disclosed without the parent/guardian's prior consent. Directory information of homeless pupils is prohibited unless a parent or pupil holding educational rights has provided written consent that directory inform maybe released. All questions regarding time frame for notification should be addressed to the **Office of Student and Community Services at 628-5424 (EC §49073; 20 USC 1232g; cf. 5125 - Pupil Records cf. 5145.6 - Parental Notifications).**

**School districts may release information from pupil records to the following: 1) Appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a pupil or other persons; 2) Agencies or organizations in connection with a pupil's application for, or receipt of, financial aid. However, information permitting the personal identification of pupils or their parents may be disclosed only as may be necessary for purposes as to determine the eligibility of the pupil for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid; 3) The county elections official, for the purpose of identifying pupils eligible to register to vote, and for conducting programs to offer pupils an opportunity to register to vote. The information, however, shall not be used for any other purpose or given or transferred to any other person or agency; 4) Accrediting associations in order to carry out their accrediting functions; 5) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering pupil aid programs, and improving instruction, if the studies are conducted in a manner that will not permit the personal**

identification of pupils or their parents by persons other than representatives of the organizations and the information will be destroyed when no longer needed for the purpose for which it is obtained; 6) Officials and employees of private schools or school systems where the pupil is enrolled or intends to enroll, subject to the rights of parents as provided in Section 49068; 7) Law Enforcement Officials. This information shall be in addition to the pupil's permanent record transferred pursuant to Section 49068.

California State Grant (Cal Grant) is state aid for college or career/technical school. To be considered for a Cal Grant award you will need to complete the free application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or the Dream Act application at [www.caldreamact.org](http://www.caldreamact.org) for undocumented pupils. Your grade point average (GPA) must be sent to the California Student Aid commission. The Orange Unified School District will be filing all students' GPAs electronically unless parents/guardians or adult student request otherwise.

If you do not want your pupil's GPA submitted for Cal Grant consideration, please fill out an Opt-Out Form and submit it to your pupil's High School Registrar. Opt-Out Forms are available at all high schools and on the OUSD website.

The District maintains pupil records in compliance with the Family Education Rights and Privacy Act of 1974, E.C.§49063-49077, California Civil Code, Section 431; Code of Federal Regulations, Title 34 (99.30, 99.34, and 104.36), and United States Code, Title 20 (1221 and 1232.g).

Schools, upon request, are required to forward pupil records to any public or private school of intended enrollment within ten school days. If you believe the District is not in compliance with federal regulations on this subject, you may file a complaint with the United States Office of Health Education (EC §49068).

Pupil Records permits access to a pupil who is 14 years of age or older if the pupil is homeless or is an unaccompanied youth as well as to an agency caseworker of a state or local child welfare agency that has legal responsibility for the care and protection of the pupil (EC §49076)

Release of information pursuant to a court order requires that the information being furnished be in compliance with the order and requires that a reasonable effort be made to notify the parent and the pupil in advance (EC §49077).

## **Notification of Rights – FERPA**

The Family Educational Right and Privacy Act (FERPA) affords parents and pupils over 18 years of age ("eligible pupils") certain rights with respect to the pupil's education records. These rights are as follows:

- The right to inspect and review the pupil's education records within 45 days of the day the school receives a request for access. Parents or eligible pupils should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access

and notify the parent or eligible pupil of the time and place where the records may be inspected.

- The right to request an amendment of the pupil's education records that the parent or eligible pupil believe are inaccurate or misleading. Parents or eligible pupils may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible pupil, the school will notify the parent or eligible pupil of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible pupil when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the pupil's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or pupil serving on an official committee, such as a disciplinary or grievance committee, or assistant to another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible pupil of the records request unless it states in its annual notification that it intends to forward records on request.]

**Military Recruiters:** Federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 and ESSA to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings). A secondary school student or the parent of the student may request that the student's name, address, and the telephone listing described in paragraph (1) not be release without prior written parental consent. Directory information will not be provided to military recruiters until the last week in October; therefore, please respond quickly prior to the distribution.

Opt-Out Forms are available at all high schools and on the OUSD website.

**Mail the completed form to:**  
**Orange Unified School District**  
**Office of Student & Community Services, Bldg. J**  
**1401 N. Handy Street**  
**Orange, CA 92867**  
**E-mail to: [SCS@orangeusd.org](mailto:SCS@orangeusd.org) Fax to: 714-628-4061**

## RELEASE OF STUDENT DIRECTORY INFORMATION

TO: ALL PARENTS AND ADULT PUPILS (18 years or older):

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

- a playbill, showing your child's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, law enforcement agencies, companies that manufacture class rings, publish yearbooks, provide caps and gown, class photography, and student ID cards.

The district has designated the following information as directory information:

1. Name
2. Address
3. Telephone number
4. Student ID number
5. Participation in officially recognized activities and sports

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. Your election to opt out of ***Release of Student Directory Information*** must be renewed annually. Written requests are to be sent to your pupil's school.

Opt-Out Forms are available at all schools and on the OUSD website. Directory information shall not be released regarding a pupil identified as a homeless child or youth unless a parent or youth accorded parental rights has provided written consent.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:  
**Family Policy Compliance Office U.S. Department of Education, 400**

**Maryland Ave. SW, Washington, DC 20202-4605.**

**Withholding Grades/Diploma for Property Damage**

The Board, at its discretion and in compliance with the law, shall withhold grades, diplomas, and transcripts until reparation is made when school property had been willfully damaged or not returned upon demand (EC §48904 et. seq.).

**Fees Not Permitted 5 CCR §350**

A Pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law.

The free school guarantee under the California Constitution prohibits charging students any fee, charge or deposit for curricular, extracurricular, credit or non-credit activities that are part of the District's or a school site's educational program. Fees and charges are permissible where specifically provided for by the Education Code

## **Interdistrict Transfers-Open Enrollment**

### **CHOOSING YOUR CHILD'S SCHOOL**

California law (EC §48980 (h)) requires all school boards to inform each pupil's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts.

EC §48354 -48357. Pupils that attend schools other than those assigned by the districts are referred to as "transfer pupils" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (intradistrict transfer or Open Enrollment), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

**Choosing a School within the District in Which Parents/Guardians Live:**

**Open Enrollment**

The law (EC §35160.5(b) (1)) requires the school board of each district to establish a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parents/guardians live in the district.

The law limits choice within a school district as follows:

- Pupils who live in the attendance area of a school must be given priority to attend that school over pupils who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased", which generally means pupils must be selected through a lottery process rather than on first-come, first-served bases. A district cannot use a pupil's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school, which can be filled by transfer pupils. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a

transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.

- A district is not required to provide transportation assistance to a pupil that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

### **McPherson Magnet School**

McPherson Magnet School, an OUSD Kindergarten through 8<sup>th</sup> grade school is open to all OUSD residents. All families wishing to attend McPherson must participate in the lottery process, which begins in January with parent meetings followed by a lottery in February. Siblings of current Kindergarten through 7<sup>th</sup> grade students and children of McPherson employees have first priority. Contact McPherson Magnet for details regarding the lottery and guidelines.

### **Considering a School Outside the District in Which Parents/Guardians Live:**

#### **Interdistrict Transfers**

The law (EC §46600 through 46607) allows two or more school boards to enter into an agreement, for a term of up to five years, for the transfer of one or more pupils between districts. The agreement must specify the terms and conditions for granting or denying transfers. The district in which the parent/guardian lives may issue an individual permit under the terms of the agreement, or district policy, for transfer and for the applicable period of time. The permit is valid upon endorsement by the district of proposed attendance. The law on interdistrict transfers also provides for the following:

- Active duty military families will not be denied interdistrict transfer request.
- Verified safety or mental health requests will be investigated confirmed and approved.
- Students entering into their 11-12 grades will be allowed to remain in their school of origin.
- Other reasons will be evaluated by Student and Community Services for approval.
- If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- No district is required to provide transportation to a pupil who transfers into the district.
- A pupil complies with the residency requirement for school attendance in a district if he/she is a pupil who's parent/s were residents of the state and were removed or voluntarily departed. SB 257 (Lara)

## **Attendance/Absence Reporting/Truancy**

### **Regular Attendance**

Daily attendance at school is mandated by California State Law until the age of eighteen. Attendance is calculated in the district by actual physical presence by the pupil.

No pupil is permitted to leave school at recess or any other time before the regular hour of closing without the approval of the school principal or designee. Violations will be handled in the same manner as truancies (EC §48200).

### **Reporting a Pupil's Absence**

Parents of elementary and middle school pupils are urged to notify the school office by 8 a.m. on the morning of any absence, or as soon after that as possible. Also, parents should phone the school each morning thereafter until the pupil returns to school. At the secondary school level, parents should send a note with their pupil explaining the absence on the day they return (EC §46012; C.A.C.306). Absences that are not cleared within three (3) days shall be recorded as unexcused. All school sites provide specific information on their attendance procedures. Please contact your school's attendance office for details.

### **Absence Explanation**

A principal or teacher may require a satisfactory explanation from a pupil's parent or guardian, either in person or by written note, whenever the pupil is absent for all or part of the school day. The explanation is not required until the day after the absence (C.A.C. Title V, Section 306).

### **Excused Absences EC §48205:**

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness;
- (2) Due to quarantine under the direction of a county or city health officer;
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services Rendered;
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California;
- (5) For the purpose of jury duty in the manner provided for by law;
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent;
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board;
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code;

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of the class from which a pupil is absent shall determine which tests

and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence;

(c) With your written consent, your child may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at your child's place of worship or at other suitable place or places away from school property designated by the religious group. Your child may not be excused from school for this purpose on more than four days per school month. (EC §46014.48980)

(d) Absences pursuant to this section are deemed absences in computing average daily attendance and shall not generate state apportionment payments;

(e) "Immediate family", as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Confidential Medical Appointments: Refer to the "Health Services and Health Related Instruction" section in this booklet.

A pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period.

Please note: Once a pupil has accumulated 14 days of absence, the District has a right to request a physician's note. Failure to produce a physician's note will result in an unexcused absence. It is the District's position that a pupil's choice to participate in a protest does not fall within the parameters of EC §48205 and will be considered unexcused.

### **Unexcused Absences**

An unexcused absence is an absence that occurs with the approval of the parent or guardian without a prearranged agreement with the school administration. Unexcused absences affect the learning process and may negatively affect a pupil's grades (Board Policy 5113).

### **Truancy**

Any pupil subject to full-time education or to compulsory continuing education who is absent from school without a valid excuse three full days in one school year or is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district (EC §48260) and when appropriate may be referred to the District Attorney's Office for prosecution. During school hours, the attendance officer, a peace officer, or any school administrator or designee may arrest or assume temporary custody of any minor subject to compulsory continuing education and found away from home and who is absent from school without a valid excuse within the city, county, or school district (EC §48264). In this event, parents are contacted and intervention occurs.

## **Dress Code**

In cooperation with teachers, pupils and parents/guardians, the principal or designee

shall establish and regularly review school rules, which reflect Board Policy (BP 5132 and AR 5132). Please check with your local school site for specific details on the dress code. Each school site is expected to communicate the "Dress Code" standards with all pupils and families.

In addition to the "Dress Code" policy previously stated, the District's Gang Policy (AR 5136) states, *"Each school shall have the latitude to prohibit the use of any gesture or the presence*

*of any apparel, jewelry, accessory, notebook or manner of grooming, which by nature of its color, arrangement, trademark, or any other attribute, disrupts school operations or is associated with a group whose pattern of criminal activity causes an imminent danger to the well-being of pupils or staff members.*

### **Uniforms**

The Board may adopt or rescind a reasonable dress code policy that requires pupils to wear a school wide uniform or prohibits pupils from wearing "gang related apparel" if the governing board of the school district approves a plan that may be initiated by an individual school's principal, staff, and parents and determines that the policy is necessary for the health and safety of the school environment (EC §35183).

### **Physical Education Uniforms**

All secondary schools in the District shall have a physical education uniform. Pupils must wear a physical education uniform appropriate for the activity. A sweatshirt is suggested for inclement weather. Please check with your local school site for specific physical education uniform information.

## **Pupil Discipline**

### **Bullying**

The District believes that all pupils have a right to attend a school that is safe, secure, and peaceful. To that end, the District, schools, and community have an obligation to promote mutual respect and safe and harmonious relations that support human dignity and equality. The District will not tolerate any gestures, comments, threats, or actions, written, verbal, or physical, which cause or threaten to cause or are likely to cause bodily harm or personal degradation. These acts include the electronic act of bullying. This would include the transmission and creation of specific electronic communications that originated on or off the school site. These actions will not be tolerated on any District campus or at any school activity, whether on or off campus. For more information, go to SCS's website at [www.orangeusd.org/scs](http://www.orangeusd.org/scs). Pupils found to be in violation of this policy will be subject to suspension and/or expulsion or other disciplinary methods as deemed appropriate by the superintendent, school principal, or designee (BP 5131.2, Education Code §234.1, Ed. Code §48900.9).

### **Pupil Conduct**

It is the responsibility of the Board to prescribe rules that are consistent with laws or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. According to California Code of Regulations, Title V, Section 300, pupils are required to conform to school regulations, obey all directions, be

diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language. Rules, regulations, and rights pertaining to discipline are reviewed annually at each school site and are available from the school administrator (EC 35291 et seq.).

## Grounds for Suspension and Expulsion

*The following information contains the California Education Code sections stating the grounds for a pupil's suspension and/or expulsion. Pupils may be recommended for a suspension or an expulsion when the pupil violates any of the provisions of section §48900, §48900.2, §48900.3, §48900.4, §48900.7 or §48915 or §48911.1 as follows:*

**§48900.** A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(a) (2) willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit

use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including,

But not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

### **Section §48900.2 Sexual Harassment**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in Kindergarten and grades 1 to 3, inclusive.

### **Section §48900.3 Hate Violence**

In addition to the reasons specified in Sections 48900 and 48902.2, a pupil in any one of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate, violence, as defined in subdivision (e) of Section 33032.5.

### **Section §48900.4 Harassment, Threats, or Intimidation**

In addition to the grounds specified in Section §48900 and §48900.2, a pupil enrolled in any of grades 4-12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed at school personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils or group of pupils by creating an intimidating or hostile educational environment.

### **Section §48900.7 Terroristic Threats Against School Property, or Both**

(a) In addition to the reasons specified in Sections §48900, §48900.2, 48900.3, and §48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purpose of this section, "terroristic threats" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and

under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family (added Stats. 1997, Ch. 405, Sec. 1).

## Mandatory Expulsion Recommendations

### **“Reasons For Expulsion and Procedures”**

In addition to EC §48900, EC §48915 (a)(b) mandates that the principal or superintendent of schools **SHALL RECOMMEND** an expulsion (unless the expulsion is found to be inappropriate, due to particular circumstances) for:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of **any knife**, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

## Mandatory Expulsion Violations

The **BOARD SHALL EXPEL** any pupil who violates EC §48915 (c) or (d) as follows:

1. **Possessing, selling, or otherwise furnishing a firearm.**
2. **Brandishing a knife at another person.**
3. **Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.**
4. **Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section §48900 or committing a sexual battery as defined in subdivision (n) of Section §48900.**
5. **Possession of an explosive -the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.**

*All pupils who commit a firearm violation shall be: 1) immediately suspended from school, 2) recommended by the principal to be expelled, 3) a hearing will be held to review testimony and documentary evidence, 4) should the expulsion recommendation be upheld by the hearing panel, the expulsion recommendation shall be submitted to the Board of Education, 5) the Board shall review the recommendation and if the evidence supports the recommendation, the Board of Education shall expel the pupil for a period of one year from the date of the Board meeting, 6) readmission shall be through the Office of Student and Community Services and in compliance with the terms of the expulsion's rehabilitation plan and the laws of the State of California.*

Also, Section §48916 states, “For a pupil who has been expelled pursuant to

*subdivision (c) of Section §48915, the governing board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district, except that the governing board may set an earlier date for readmission on a case-by-case basis.”* Questions regarding suspensions, expulsions or the District’s appeal process shall be addressed by the school site administrator or by contacting the Office of Student and Community Services.

### **P.C. 12550, 12556 Imitation Firearms**

B.B. guns and similar devices are within the definition of imitation firearm making it a criminal offense to openly display or expose any imitation firearm in a public place (added by SB 1858, Ch. 607, Statutes of 2004).

### **Laser Pointers**

Penal Code 414.27 prohibits the possession of a laser pointer by any pupil on any elementary or secondary school premise, unless possession is for valid instruction. The Penal Code also prohibits directing the beam of a laser pointer into the eyes of another or into a moving vehicle or into the eyes of a guide dog. Pupils are not to be in possession of lasers, unless prior permission has been obtained by the pupil from the school’s administration or his/her teacher.

### **Graffiti Implements**

Felt pens and other implants that may be used for committing crimes of tagging or graffiti are not permitted on any District campus at any time. Supplies for art or other assignments will be provided in the classroom. Pupils who are possession of graffiti implements are subject to school consequences, which may include suspension, adjustment transfer and possible expulsion. In addition, depending on the city jurisdiction, pupils may be in violation of state law and California Penal Code 594.2(a).

### **Visitation-Parent of Suspended Pupil**

Existing Education Codes state, *“An instructor may provide for a parent or guardian of a suspended pupil to attend a portion of a school day in his or her child’s classroom”* (EC §48900 (l) (k).

EC §48900.1, requires school contact of a non-responsive parent and EC §48910 prohibits employer sanctions.

### **Notifications to Law Enforcement**

In the process of suspending a pupil for a violation of a weapons possession, assault with a deadly weapon, or a controlled substance incident, the principal or designee is required to report the incident to the appropriate law enforcement agency (EC §48902).

The principal or designee is relieved of civil or criminal liability unless it is proven that the report was false and known to be false. The principal or designee is required to notify within one day of a violation of §48900 c and d, (possession of, under the influence of, arranging to or sell a controlled substance).

### **Notification to District by Law Enforcement**

W.I.C. 828.1 permits law enforcement agencies to notify school district personnel relating to the taking of a minor into custody. The intent is to keep juvenile records confidential, but to permit necessary restricted information to be shared.

## **Questioning/Release of Pupils to Police**

The District's staff shall not impede a police investigation. Officers conducting an investigation may question pupils at school sites without parental consent or parental contact. Except in specific situations, when a school official releases a minor pupil to a peace officer and the pupil is removed from the school premises, the school officials shall take immediate steps to notify the parent, guardian or responsible relative (EC §48906).

## **Reporting Student Misconduct to Teacher**

Teachers are to be notified of pupils who have committed specific serious violations. In addition, teachers are to be notified of pupils who have violated any of the grounds for suspension and expulsion (except {h}.)

The notification listing shall be maintained for a period of three years (EC §49079).

## **Comprehensive School Safety Plan**

All District schools have in place a "Comprehensive Safe School Plan" for school safety, which is available for review for community members to review. Additionally, all schools shall report on the status of the school safety plan, including a description of its key elements in the annual School Accountability Report Card. Annual review encourages districts to include clear guidelines for the roles and responsibilities of specified school and community professionals to include strategies to create and maintain a positive school climate. "School Safety Plans" are to be implemented throughout the year and are to be reviewed by all school site councils by March of each school year. (EC §§ §32280 – 32289, 33126)

## **Safety**

Throughout the school year, in accordance with Board Policy 5145.12, there is the possibility that students, their belongings (including motor vehicles), and district property under their control may be subject to random searches which could involve the use of metal detectors and/or drug-detection dogs.

"Drug-detection dogs are allowed to sniff the voluntarily unattended personal items (e.g., backpack, purse, etc.) of the students, and the air around lockers, desks, or vehicles on district property or at district-sponsored events. Such dogs shall not be allowed to sniff within close proximity of any student. Only the dog's handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the students having use of that item or place, or responsibility for it, shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought the vehicle onto District property shall be asked to unlock it for inspection."

# Visitor Management System



## **Orange Unified School District**

**1401 N Handy Street Orange, CA 92867**

**Student and Community Service**

***Our Students. Our Community. Our Best Every Day.***

**Ed Howard, Executive Director**



Dear Parent/Guardian:

The Orange Unified School District is pleased to announce that we will begin using the Raptor Visitor Management System in all of our schools to strengthen the district's program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will allow us to do that. The Raptor system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering a district building, visitors will be asked to present an ID, which may be scanned or manually entered into the system. If a parent or guardian does not have a US government-issued ID, the school staff member can ask to see another form of identification and manually enter the person's name into the Raptor system to check for sex offender status. The Raptor system will check to ensure that registered sexual offenders are not entering our buildings. The Raptor system only checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. No other data from the ID is gathered or recorded. The system is not connected to any other and information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. If a person does not have identification, he/she can still be given access to the building, but will be escorted by a school staff member.

To learn more about the Raptor visitor management system, please visit the Raptor Technologies website ([www.raptortech.com](http://www.raptortech.com)). If you have any questions for the district personnel, please contact Student and Community Services at (714) 628-5424.

The safety of our students is our highest priority and the Raptor visitor management system provides a consistent way to aid in keeping away people who may present a danger to our students. Therefore, all visitors to the school must be entered into the system and obtain a visitor badge. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district.

Sincerely,

Ed Howard, Executive Director  
Office of Student & Community Services

## **Abandoned Newborns: Safe Surrender**

Senate Bill 139 went into effect January 1, 2004. The bill provides that a parent or other person having lawful custody of a minor child 72 hours old or younger, who surrenders physical custody of the minor to a safe-surrender site (hospital, fire department, etc.), may not be prosecuted for specific crimes related to child abandonment and neglect.

## **School Bus Transportation to & from School**

Families have the option to purchase a Bus Pass and use the District's School Bus Transportation Services for pupils who attend and live outside of their home school's non-busing areas.

### **NON-BUSING AREAS**

Elementary schools - within 1.0 mile of home

Middle schools - within 2.5 miles of home

High schools - within 3.0 miles of home

An application must be submitted and a designated bus stop selected. The bus stop must be the safest and closest bus stop to the pupil's home address.

Application forms are available at school sites that transportation is provided for, as well as at the Bus Pass Office, and online. All applications must be turned in/submitted to the Bus Pass Office for processing.

### **Bus Pass Office**

The O.U.S.D Bus Pass Office is located at 726 W. Collins Avenue, Orange.

The Bus Pass Office phone number is (714) 538-8295

### **Bus Pass Purchase Information**

The Bus Pass Office hours are Monday-Friday, 7:30 a.m.-4:00 p.m.

Purchase Options:

Annual Pass | A.M. **or** P.M. or A.M. **and** P.M.

Semester Pass | A.M. **or** P.M. or A.M. **and** P.M.

In addition to an application form, a current wallet-sized photograph of the student must be provided.

Current bus pass fee information is available from the Bus Pass Office.

Bus passes may be purchased by mail using the following address: O.U.S.D Bus Pass Office | 726 W. Collins Avenue | Orange, CA 92867

Free and reduced price bus passes are available to families whose income meets the

eligibility requirements. Those wishing to apply under these provisions must apply in person at the Bus Pass Office with the necessary documentation (ex. most recent pay stubs for both parents, unemployment receipts, current Medi-Cal print out). Additionally, a \$10.00 processing fee per bus pass is also required.

## **School Bus Passenger Conduct/Regulations**

Passenger conduct can directly affect the safety of all aboard the bus. The following regulations apply before, during, and at the completion of home-to-school, school-to-home bus transportation. Parents/guardians and school personnel should be familiar with the regulations. Pupils must follow the regulations.

5 CCR 14103 states, "Pupils transported in a school bus ... shall be under the authority of and responsible directly to the driver of the bus."

Pupils shall be aware of the "Danger Zones" around the school bus. These zones include twelve (12) feet around the entire bus with the "Most Dangerous Zones" being directly in front of the bus, near the passenger side rear tires, and rear of the bus (see diagram on other side of page)

Do not litter at school bus stops or in the school bus.

Do not engage in vandalism, destruction of property, or graffiti. Repair costs will be billed to the guilty pupil(s) and their parents.

### **At the pick-up location:**

1. Use only the designated bus stop and school bus.
2. Arrive at the bus stop at least five, but not more than ten minutes, before the school bus is due. Whenever possible, walk to and from the school bus stop in groups. Behave in an orderly manner at the bus stop.
3. As the school bus arrives, form a line, and stand at least twelve (12) feet to the front and side of where the bus stops. Do not move toward the school bus until the entrance door opens.

Boarding the bus:

1. Do not bring animals (except registered service animals), glass objects, skates, skateboards, large, bulky, or hazardous articles on the school bus.
2. Enter the bus in an orderly manner using the handrail(s).
3. Display/scan your bus pass. Do not use an expired bus pass. Do not use another pupil's bus pass.
4. Follow the bus driver's instructions. Bus drivers are authorized to assign seats, assign three (3) pupils to a seat bench, assign seat mates, and other actions as needed for safe transportation of pupils.
5. Go directly to a seat. Remain seated at all times, facing forward. If the school bus is equipped with seat belts, pupils must use them.

### **Aboard the Bus:**

1. Keep all body parts inside of the bus. Do not spit or throw anything in or out of the school bus.
2. All electronic signaling devices, including cell phones, shall be set to silent or vibrate upon entering the school bus. Use while on the bus is limited to purposes related to health and safety.
3. Talk quietly. Do not shout, yell, use profane language or gestures, or behave in a boisterous manner. Do not engage in unnecessary conversation with the bus driver.
4. Remain quiet as the school bus stops at and crosses railroad tracks.
5. Do not bring weapons of any type.
6. Do not use any writing instruments while on the bus.
7. Do not possess or use tobacco, drugs, or alcohol. Do not vape.
8. Do not eat, drink, or chew gum.
9. Do not play or tamper with any part of the school bus.
10. Shoes must be worn at all times. Wearing cleats is not allowed

### **Exiting the bus, and leaving the drop-off location:**

1. Exit the bus only at your designated bus stop. Note: a one-day request for an alternate drop off location requires a parental note and approval by the principal.
2. Follow the bus driver's instructions.
3. Remain properly seated until the bus comes to a complete stop and the door is opened.
4. Move toward the front of the bus in an orderly manner.
5. If you cross the roadway the bus stops on, notify the bus driver. Follow the bus driver's instructions as you are escorted across the roadway.
6. Use the handrail(s) and exit the bus in an orderly manner.
7. Immediately move out of the "Danger Zone" to the right front, right, or right rear of the bus if you do not need to be escorted across the roadway.
8. Do not attempt to return to the bus without first getting the attention of the bus driver.
9. Do not talk to strangers or accept rides from strangers.

Note: Audio/video recording equipment may be used aboard buses for safety/security monitoring.

These Passenger Conduct/Regulations can also be found in the OUSD Parent/Pupil Handbook.

### **Bus Discipline Procedures**

Violations of School Bus Passenger Conduct/Regulations will result in drivers issuing Bus Conduct Reports. Drivers may also issue Bus Conduct Reports to pupils who, in the

judgement of the driver, impairs the driver's ability to drive the bus safely, or who jeopardizes the safety of other pupils.

**First Violation:** The pupil will be counseled by a school administrator. In serious matters, the parent (or guardian) will be contacted.

**Second Violation:** If recommended by the driver and supported by the school administrator, the pupil may be refused bus transportation for up to three (3) days. Parent (or guardian) will be notified.

**Third Violation:** The pupil may be refused bus transportation for five (5) or more days. The penalty will be determined by a conference that may include the principal, the pupil, a parent or guardian, the bus driver, and/or a representative of the transportation department. The effective date of suspension and resumption of bus privilege will be determined at that conference. If no parent or guardian is present, implementation of penalty will be effective at the time a parent or guardian is notified.

**Gross Violation:** In serious matters, even for a first violation, a pupil may be refused all bus transportation.

**No Refunds:** There will be no refunds for days that pupils are refused transportation for violations of Bus Regulations.

## **Orange Unified School District ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

**2019-20**

### **Uniform Complaint Procedures (UCP) Annual Notice**

The Orange Unified School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The Orange Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

#### **Programs and Activities Subject to the UCP**

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- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (state)
- Career Technical Education (federal)

- Child Care and Development
- Compensatory Education
- Course Periods without Educational Content
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health And Safety Issues In LEAs Exempt From Licensing

### Pupil Fees

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A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

### Additional Information

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We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in *Education Code* Sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

We shall post a notice to identify appropriate subjects of state preschool health and safety issues in each California state preschool program classroom in each school notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the *California Code of Regulations* that apply to California state preschool programs pursuant to HSC section 1596.7925 and (2) where to get a form for a state preschool health and safety issues complaint.

### Contact Information

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The staff member, position, or unit responsible to receive UCP complaints in our agency is:

*Assistant Superintendent of Educational Services  
1401 N. Handy St. Orange, 92867  
(714) 628-4000 ext. 4466*

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to CDE by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

### **Education Code §35186 (William's) states:**

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or missed assignments.
4. A complaint form may be obtained at the school office or District office. You may also download a copy of the California Department of Education complaint form from the following website: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

The Board encourages the early, informal resolution of complaints at the site level whenever possible. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of

the complainant. The Board acknowledges and respects pupil and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. Other types of complaints and responses thereto are public records. The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Official Complaint Forms are available at all school sites and the District office. The District has designated the Coordinator of K-12 Curriculum, Instruction and GATE to address all complaints pertaining to Education Code 35186 (William's) as indicated above (714) 628-5451. The Executive Director of Elementary Education, (714) 628-4463, has been designated to address "Elementary School Level Official Complaints". The Executive Director of Secondary Education, (714) 628-4467, has been designated to address "Secondary School Level Official Complaints."

## **Nondiscrimination in Programs and Activities**

The Board of Education is committed to affording equal rights and opportunities to all persons in public education. No person shall be subjected, in any program or activity conducted by the District, to discrimination on the basis of the student's actual race, color, ancestry, natural origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of section 422.6 of the Penal Code. Further, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all District activities. (EC 221.5)

**Penal Code 422.6 states:** (a) No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States because of the other person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because he or she perceives that the other person has one or more of those characteristics.

# Child Abuse Reporting

Existing law has established the Child Abuse and Neglect Reporting Act (CANRA), which requires specified persons who have knowledge of or observe a child in their professional capacity or within the scope of their employment who the person knows or reasonably suspects has been the victim of child abuse or neglect to report that known or suspected instance of child abuse or neglect to a child protective agency, as defined.

Child protective agencies are then required to forward a written report of every child abuse or neglect case it investigates, which is determined not to be unfounded to the Department of Justice. A direct link to Orange County "Child Abuse" reporting information and reporting process can be found at [www.orangeusd.org/cwa](http://www.orangeusd.org/cwa).

## Sexual Harassment

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in District complaint processes.

The Superintendent or designee shall ensure that District students receive age-appropriate instruction and information related to sexual harassment. Such instruction and information shall include: what acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence; a clear message that students do not have to endure any form of sexual harassment; encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained; information about the District's procedure for investigation complaints and the person(s) to whom a report of sexual harassment should be made; information about the rights of students and parent/guardian to file a criminal complaint, as applicable.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she take prompt, appropriate action to end the harassment to address its effects on the victim.

Any student who engages in the sexual harassment or sexual violence at school or at a school sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. §48980

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action (5CCR 4964).

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address, and prevent repetitive harassing behavior in the schools. (Board Policy 5145.7[a])

Any employee who engages in, permits or fails to report sexual harassment may be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse. (cf. 4118 - Suspension/Disciplinary Action) (cf. 4218 - Dismissal/ Suspension/Disciplinary Action) (cf. 5141.3 - Child Abuse Reporting Procedures)

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed, and encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained.

Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another District administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the District's uniform complaint procedures or student grievance procedure. (cf. 1312.1 - Complaints Concerning School Personnel) (cf. 1312.3 - Uniform Complaint Procedures) (cf. 5145.5 - Student Grievance Procedure)

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

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

It is the policy of the District to provide an educational environment free of unlawful harassment, in which all pupils are treated with dignity and respect (BP 5145.7 and AR 5145.7). The Board of Education is committed to affording equal rights and opportunities to all persons in public education. No person shall be subjected, in any program or activity conducted by the District, to discrimination on the basis of the student's actual race, color, ancestry, natural origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by Federal, State, or local law, ordinance or regulation.

All such harassment is unlawful. The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any District pupil or any employee of the District, including administrators, supervisors, certificated employees, and classified employees.

Complaints will be processed in an expedited manner. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation is prohibited. Violation of this policy by an employee may result in discipline, which may include discharge, depending upon the seriousness of the violation. Violation of this policy by another pupil may result in discipline, which may include suspension or expulsion, depending upon the nature and seriousness of the violation (EC §48900 and 48900.2).

### **Sexual harassment is defined in the Education Code as:**

Unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or educational setting, under any of the following conditions: 1) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; 2) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; 3) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; 4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the educational institution.

### **Sexual harassment includes, but is not limited to the following:**

1) **Verbal:** Sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes or epithets; 2) **Written:** Suggestive or obscene letters, notes, or invitations; 3) **Physical:** Sexual assault, touching, impeding or blocking movement; 4) **Visual:** Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters. Sexual harassment also includes: Continuing to express sexual interest after being informed that the interest is un-welcomed; making reprisals, or threats of reprisal, following a negative response to sexual advances, or following a sexual harassment complaint. The law prohibits any form of sexual harassment, which impairs the educational environment or a pupil's emotional well- being at school. If a pupil thinks he/she is being harassed because of his/her sex, race, ancestry, or other protected basis, he/she should use the complaint procedure outlined in the District's policy to file a complaint and have it investigated.

The investigation of a claim of harassment will be conducted in a manner that protects the confidentiality of the parties and the facts. The District will not retaliate against the pupil for filing a complaint and will not knowingly permit retaliation by any District employee or another pupil. Any report of retaliation will be immediately, effectively and thoroughly investigated and if substantiated, appropriate disciplinary action will be taken.

Pupils have a right to redress for unlawful harassment. In order to secure this right, submit a complaint to the principal or his/her designee. District complaint forms are available.

There is absolutely no requirement that a pupil must make a complaint to the alleged harasser. The pupil's complaint should include the details of the incident or incidents, the

names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the alleged harassment will be made and communicated to the pupil/parent. If the District determines that unlawful harassment has occurred, it will take effective remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. Pupils should be aware that the U.S. Office of Civil Rights also investigates complaints of harassment on the basis of sex, race, color, national origin, blindness, severely impaired vision or other protected basis.

## **Title IX Federal Regulations**

The District is committed to providing equal opportunities for both sexes in educational programs, activities it conducts, and for all employees as per Title IX, Public Law 92-318,

(Code of Federal Regulations, Title 34, 106.8, 106.9 and United States Code, Title 20, 1231.g, 1681 et seq.). In accordance with these guidelines, sex discrimination practices that limit any pupil's potential have been removed from school policies.

If you need more information or if a matter is not resolved, please contact Cathleen Corella, Assistant Superintendent, Educational Services at (714) 628-4466 or Ed Howard, Executive Director of Student and Community Services at (714) 628-5424

## **Every Student Succeeds Act (ESSA)**

On December 10, 2015, President Obama signed the ESSA replacing the 2001 No Child Left Behind Act (NCLB). California Department of Education and State board of Education staff have been studying the ESSA and considering the opportunities afforded by the new law to improve outcomes for California's students. As part of California's transition to ESSA, California must submit an ESSA State Plan to the U.S. Department of Education. The State Plan will describe the State's implementation of standards, assessment, accountability, and assistance programs and will move us toward California's goal of having a single, coherent local, state, and federal education system. Orange Unified School District is committed to ensuring a transparent transition to the new law in order in close achievement gaps, increase equity, improve the quality of instruction, and increase outcomes for all students. The goal of ESSA and for Orange Unified School District is to 1) ensure high standards so that children graduate high school ready for college and career; 2) maintain accountability by guaranteeing that when students fall behind, resources are applied toward school improvement, with a particular focus on the lowest-performing 5 percent of schools, high schools with high dropout rates, and schools where subgroups of students are struggling; 3) preserve annual assessments and reduce the often onerous burden of unnecessary and ineffective testing on students and teachers, making sure that standardized tests don't crowd out teaching and learning, without sacrificing clear, annual information parents and educators need to make sure our children are learning; and 4) provide more children access to high-quality preschool, giving them the chance to get a strong start to their education.

## **Qualifications of Teachers, Parents' Right to Know**

20 USC 6314 (b) (1) (c), 6315 [c] [1][E], 6319 (a), 20 USC6311(h) (6) Title 34 (200.48) ESSA eliminated the highly qualified teacher (HQT) provision but kept the parents right to know provision which allows parents to request the qualifications for their child's classroom teacher and be notified if their student is being taught by a teacher that does not meet the state certification or licensure at the grade level and subject they are teaching. Please contact the school principal for information pertaining to your child's teacher.

Parents of pupil attending school receiving Title I funds may request information regarding professional qualifications of their child's classroom teacher(s) and requires timely notification when a child has been assigned, or has been taught for four or more consecutive weeks, by a teacher of a core academic subject who does not meet ESSA teacher qualification requirements.

## **Victims of Violent Crime/Persistently Dangerous Schools**

ESSA requires districts to notify parents within 10 days after a pupil becomes a victim of a violent criminal offense while on school grounds of intra-district transfer option.

ESSA further requires districts with one or more schools identified as persistently dangerous to notify parents in a timely manner about the school's designation and offer intra-district transfer to a safe school (*Currently OUSD has no school identified as persistently dangerous.*).

The ESSA Act contains ten major titles and is over 1,000 pages. The ESSA Act provisions are being implemented in schools throughout the District. Please contact the Office of Special Programs at (714) 628-5405 with any ESSA Act questions.

# **Electronic Network Obligations and Responsibilities/Acceptable Use Agreement**

This section of the **Parent-Pupil Handbook** addresses the use of the District's electronic network. This portion of the handbook is a user agreement that is currently in effect. Please read this section in its entirety. The terms and conditions of this agreement are clearly stated at the end of this section. The District provides open access to local, national, and international sources of information and collaboration vital to intellectual inquiry in a democracy. In defining the Internet's resources as an extension of the library, this network subscribes to the Library Bill of Rights, which states, that "A person's right to use a library should not be denied or abridged because of origin, age, background or views."

In return, every District user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Account holders are expected to act in a responsible, ethical, and legal manner, in accordance with the missions and purposes of the networks they use on the Internet and the laws of the states and the United States. Users will be provided with a school atmosphere and procedures of user control that will assure a suitable learning environment, and all users will learn to act as responsible and productive citizens with respect for civil rights and the role of the individual in a democracy. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly

consents to such monitoring. and should not expect that email, files, or data stored on District servers, devices, and applications will be private. Prosecution and/or account termination will occur without warning. Pupils who choose to violate this policy may be disciplined, up to and including suspension or expulsion. "Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct."

As indicated, please read this entire document and decide if you want to agree for your son/daughter to have "Internet Access" and agree to have your student's work published on the web server. For further information, please request BP 6163.4(a), Pupil Use of Technology, from the school office.

### **Obligations and Responsibilities**

1. The pupil in whose name an on-line services account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use the system only under their own account number.
2. Users shall not attempt to gain unauthorized access to other individual data, data systems, resources, entities or governmental agencies.
3. The system shall be used only for legal purposes related to education. Commercial, financial, political and/or personal use of the District's system is strictly prohibited. Misuse, degrading or disrupting of the District network and computer systems is unacceptable. The District reserves the right to monitor any on-line communications for improper use.
4. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials.
5. Users shall not use the system to encourage the use of drugs, alcohol or nicotine, nor shall they promote unethical practices or any activity prohibited by law or District policy.
6. Software or other files are not to be downloaded or played on any district computer system or network, except as directed by your teacher.
7. Pupils are not allowed to load any software or compromise computer operating systems (jailbreak) on any District computer, device or server.
8. Pupils are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter that, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors (Penal Code 313).
9. All forms of Cyber Bullying are prohibited by state law and District policy. Cyber Bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, or threatening another pupil or staff member by way of any "electronic act" such as sending or posting an inappropriate or derogatory email message, telephone message, instant message, text message, digital picture or image or website posting including blogs, social networking and chat rooms. For more information on Bullying/Cyber Bullying, please refer to the pupil handbook.
10. Users are expected to respect the rights of copyright owners in their use of materials found on or disseminated through the network, computer systems, or the Internet. Users are prohibited from making or sharing copies of copyrighted songs, digital

images, movies or other artistic works. Unlawful peer-to-peer file sharing may be a criminal offense.

11. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy District equipment, network, materials or the data of any other user.
12. Users shall not read other users' mail or files and use another person's login. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
13. Users are expected to use appropriate language in all digital communications and work. Posting anonymous messages is prohibited.
14. Users shall report any security problem or misuse of the network to the teacher or principal.
15. Any attempt to harm or destroy District equipment or data or the data of another user on the District's System, or any of the agencies or other networks that are connected to the Internet is prohibited. Violating the integrity of the District's data systems or manipulating the District's data files without proper authorization is prohibited. Attempts to degrade or disrupt the system may constitute unlawful activity under applicable state and federal laws. Such prohibited activities include, but are not limited to, the uploading or creating of computer viruses and "hacking" into the data or system of another user of the District's System, or any of the agencies or other networks that are connected to the Internet.
16. Digital imagery, including web cameras, will be used for educational purposes. The District network has been designed to take all reasonable steps to ensure that all digital imagery is used only for purposes consistent with the curriculum.
17. Pupils who choose to violate proper computer and network usage will face disciplinary consequences that may include suspension and possible expulsion from the District.

### **Advisement**

It is possible for all users of the Internet to access information that is intended for adults. Although the District has taken all reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, the District or school cannot prevent the availability of material elsewhere on the Internet that may be deemed harmful. The District reserves the ability to employ data decryption on district provided internet connections to comply with the Child Internet Protection Act (CIPA).

Computer security cannot be made perfect and it is likely that a determined user can make use of computer resources for inappropriate purposes. The District believes that the benefits to staff and pupils from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to agree to Internet access.

### **Application for Internet Access**

Use of the Internet is a privilege that may be revoked at any time. School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws (including, but not limited to the Counterfeit, Access Device and Computer Fraud and Abuse Act of 1984, Title 48, United States Code [USC] Sections 1029 and 1030). Individuals using

these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination will occur without warning.

## **District Emergency Information Cards**

### **ELEMENTARY AND MIDDLE SCHOOL**

There are three important signature lines located on the District Emergency Information Card. The first signature line acknowledges that the parents have received the annual parent notifications contained in this parent/pupil handbook. The second signature line pertains to photograph/media release. Authorization to include student name, photos, videos, voice recording, and quotes for publication on District and school websites, social media, television, radio and print news media, and other digital and print communications. Examples include student recognition, awards, public events, and any other school and district related activities. The third signature line pertains to notification of rights. In addition to the acknowledgment of the mandated notifications, by placing your signature in the third signature line you are stating that you have read the above stated "Electronic Network Use Rules" and agree to adhere to the principles and procedures detailed within. In addition, you are stating that you understand and accept the conditions stated above, and agree to hold blameless, and release from any liability, the Orange Unified School District, the sponsoring school, its subcontractors, and employees. If for any reason, you do not agree with the terms and conditions of this "Acceptable User Agreement", do not sign the above stated line on the emergency card. If for any reason, you disagree with only a portion of this "Acceptable User Agreement", please contact the principal/principal's designee and so indicate. Every user is expected to use good judgment and follow the "Network Use Rules" in making electronic contact with others. Should any user breach the guidelines suggested, the user will lose all network privileges on the District network.

### **HIGH SCHOOL**

There are four important signature lines located on the District High School Emergency Information Card. The first signature line acknowledges that the parents have received the annual parent notifications contained in this parent/pupil handbook. The second signature line gives your permission to post pupil photographs (group and individual) and/ or provide pupil information on the school and the District web page. Pupil information that will be posted on the Internet may consist of first and last name, age, and statistical information such as batting average, height, and weight. The third signature line pertains to photographs/media release. Authorization to include student name, photos, videos, voice recording, and quotes for publication on District and school websites, social media, television, radio and print news media, and other digital and print communications. Examples include student recognition, awards, public events, and any other school and district related activities.

The fourth signature line pertains to notification of rights. In addition to the acknowledgment of the mandated notifications, by placing your signature in the fourth signature line you are stating that you have read the above stated "Electronic Network Use Rules" and agree to adhere to the principles and procedures detailed within. In addition,

you are stating that you understand and accept the conditions stated above, and agree to hold blameless, and release from any liability, the Orange Unified School District, the sponsoring school, its subcontractors, and employees. If for any reason, you do not agree with the terms and conditions of this "Acceptable User Agreement", do not sign the above stated lines on the emergency card. If for any reason, you disagree with only a portion of this "Acceptable User Agreement", please contact the principal/principal's designee and so indicate. Every user is expected to use good judgment and follow the "Network Use Rules" in making electronic contact with others.

Should any user breach the guidelines suggested, the user will lose all network privileges on the District network.

### **CSIS Participation Disclosure**

The District is participating with the California School Information Services (CSIS) Program in the electronic transfer of pupil data for state reporting to the California Department of Education and/or post-secondary institutions to which the pupil is transferring or applying for admission. All data maintained by the CSIS Program is in compliance with federal and state privacy and confidentiality requirements. Pupil information is encoded such that no personally identifiable information is maintained by CSIS.

The benefits of participating to the pupil and parent are that pupil records can be transferred much more promptly and that information about pupil assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting. Parents have a right to inspect pupil information maintained by the CSIS program.

## **Special Education Programs**

The District provides special education programs for students with disabilities. Special Education is specialized instruction provided for children from birth to age 22 who qualify according to the laws and regulations outlined by the state and federal government. A student may qualify for special education services as an individual with special needs in one of thirteen areas identified by the Individuals with Disabilities Education Act (IDEA).

A student identified with a disability is offered the opportunity for a free appropriate public education in the least restrictive environment (LRE), at no to families. LRE means that to the maximum extent appropriate, children with disabilities will be educated with non-disabled children and included in extracurricular activities. . Additionally, special classes, separate schooling, or other removal of individuals with exceptional needs from the general educational environment occurs only if the nature or severity of the disability is such that education in the regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. (30 EC 56040.1)

When the nature or severity of the disability is such that education in the regular class cannot be achieved successfully, a continuum of alternate educational placements is offered by the District.

If appropriate services are not available within the District, services may be provided in a non—District county program, neighboring school district or other regional program. If the District cannot provide an appropriate program, the pupil may be eligible for placement in a local or out of area private nonsectarian school that offers the appropriate program and otherwise complies with relevant federal and state laws. Tuition costs and transportation will be paid from public funds (20 U.S.C. Section 1400, et seq.; Title 34 C.F.R. Part 300). The phone number of the Special Education Office is (714) 628-5550.

For more information about special education evaluations, programs and related matters, please refer to the District's Board Policies, 6000 Series and/or contact the District's Special Education Office referenced above and request that the District provide you a document that explains procedural rights and safeguards of students (and their parents/guardians) who are or maybe eligible for special education and related services. The phone number of the Special Education Office is (714) 628-5550.

### **Section 504 Plan**

The District is committed to complying with Section 504 of the Rehabilitation Act of 1973.

Under Section 504, a disability is defined as a physical or mental impairment, which substantially limits one or more major life activities, such as (but not limited to) self-care, walking, seeing, hearing, speaking or learning. Every pupil with a 504 eligible disability is offered a free appropriate education without discrimination regardless of the nature or severity of the disability. In order to educate children who are disabled in the least restrictive environment, the District will make needed accommodations. The accommodations for a pupil eligible under Section 504 may include the assistance of supplementary aides and services or special education placement and services.

For more information about the availability of special education evaluations, programs and related matters, please refer to the District's Board Policies, 6000 Series and/or contact the District's Special Education Office referenced above and request that the District provide you a document that explains procedural rights and safeguards of students (and their parents/guardians) who are or maybe eligible for special education and related services. Information specific to 504 plans may be addressed to Ed Howard, Executive Director, Student & Community Services, OUSD 504 Coordinator, 1401 N. Handy St., Orange, CA 92867. 714-628-5424

## **Health Services and Health Related Instruction**

### **Physical Examinations**

The Board of Education recognizes the importance of periodic health examinations and compliance with immunization requirements. The District recommends health examinations to: meet state regulations, qualify pupils for participation in specific school activities, reduce or prevent health problems that interfere with learning, and adapt school programs according to pupil health needs. For children entering the first grade, physical examinations may be completed at any time within the 18 months prior to entry, or 90 days after enrolling in first grade (Health and Safety Code 124085). Parents/guardians may

annually file a written, signed statement with the District requesting that the pupil be excused from a physical examination. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist (EC §49451).

### **Oral Health Assessment**

California law requires that children entering Kindergarten obtain an oral health assessment by a licensed dentist or other licensed/ registered dental health professional. Oral assessments may be completed at any time within 12 months prior to school entry until May 31 of the Kindergarten year (EC §49452.8). Exemptions to this law are available per state statute.

### **Immunizations**

On June 30, 2015, Governor Brown signed a new immunization Bill, Senate Bill (SB) 277. This law will take effect on July 1, 2016 and requires that all children in California be fully immunized to attend public or private school. Fully immunized would include the 10 required vaccinations currently required by the state.

- No longer permit immunization exceptions based on personal beliefs for children in childcare and public and private schools.
- Permit personal belief exemptions submitted by December 31, 2015, to remain valid until a student reaches kindergarten/transitional kindergarten or 7<sup>th</sup> grade;
- Remove immunization requirements for:

Students in the below categories will still need to provide immunization records to their schools before entry and schools will still need to report to the California Department of Public Health (CDPH) the immunization status of all students at the existing checkpoints of child care, kindergarten/transition kindergarten and 7<sup>th</sup> grade.

1. Students in Home-Based private schools
  2. Students enrolled in an independent study program who does not receive classroom-based instruction.
  3. Access to special education and related services specified in an individualized education program. (Federal law Section 56026 of the Education Code)
- Allows for the enrollment of students who qualify:
    1. As foster or homeless youth (Section 48850 of the Education Code et seq.)
    2. As conditionally admitted pending full immunization with in the time periods designated by regulation of the California Department of Public Health.

A pupil must obtain the following immunizations: Polio, DTP (diphtheria, tetanus, pertussis/whooping cough), and MMR (measles, mumps and rubella/German 3-day measles) and Varicella (chickenpox).

California law requires that all students entering 7<sup>th</sup> grade provide proof of immunization for Tdap (Pertussis booster) and two (2) doses of Varicella (chickenpox). Please bring proof with you at time of registration.

Pupils in Kindergarten must have two (2) doses of MMR, three (3) dose series of Hepatitis B, and two (2) doses of Varicella (chickenpox). (HSC 120335).

Medical proof of immunizations consists of a written record from a physician or health department. If no record is available, the pupil is referred to a school nurse, physician, or health department for review and documentation of immunization history and provision of needed doses. Immunization records must include the month and year for each dose given.

### **Communicable Diseases**

The District may administer immunizing agents to prevent or control communicable diseases to pupils whose parents have consented in writing to such immunization (EC §49403).

### **Administration of Medicine**

Pupils taking medication at school may be assisted by school personnel provided there is a written statement of instructions from the physician and a written parental authorization for such assistance in administering the physician's instructions (EC §49423). Certain emergency medications may be carried on a pupil's person only with written physician, parent and school nurse approval.

### **Continuing Medication**

If your child is on a continuing medication regimen for a nonepisodic condition, you are required to inform the school nurse or other designated certificated school employee of: (1) the medication being taken, (2) the current dosage, and (3) the name of the supervising physician. With your consent, the school nurse may communicate with your child's physician and may counsel with school personnel regarding the possible effects of the drug on your child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose (EC §49480).

### **Confidential Medical Service**

It is the practice of the District not to release pupils for medical purposes without a written note of authorization from a parent or guardian. The exception is stated in EC §46010.1 and mandates parent notification for "all grade 7-12 pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian."

### **Instruction for Temporarily Disabled**

Parents/guardians are responsible to notify the District of a temporarily disabled pupil. In specific situations, the District shall provide individual instruction to a pupil with a temporary disability (EC §48208, §48206 – 48206.3, and §48207).

### **Resuscitation Orders**

District employees who are trained are expected to respond to emergency situations without discrimination. If any pupil needs resuscitation, staff shall make every effort to resuscitate him/her. The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall neither accept nor follow such orders, unless they have been informed

by the Superintendent or designee that the request to accept such an order has been submitted to the Superintendent or designee, signed by the parent/guardian, and supported by a written statement from the pupil's physician and an order from an appropriate court.

## **Human Reproduction**

Parents must be notified at the beginning of each school year or upon a new pupil's enrollment about instruction in comprehensive sexual health education, HIV/AIDS prevention education and research on pupil health behaviors. Materials to be used may be reviewed by parents before instruction (EC §51938).

## **Comprehensive Sexual Health Education and HIV Prevention Education**

The Board of Education requires written notification to parents regarding classes in which human reproductive organs, functions, and processes are described, illustrated or discussed [(BP6142.1(a))]. This may occur in units on reproduction and communicable disease involving HIV/AIDS and other sexually transmitted diseases.

The California Healthy Youth Act requires that students in grades 7-12 receive comprehensive sexual health education and HIV prevention education at least once in middle school and once in high school. The Education Code defines comprehensive sexual health education as "education regarding human development and sexuality, including education on pregnancy, contraception, and sexually transmitted infections" (EC § 51931(b)) and HIV prevention education as "instruction on the nature of human immunodeficiency virus (HIV) and AIDS, methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV and AIDS" (EC § 51931(d)).

Instruction must encourage students to communicate with parents, guardians or other trusted adults on the topics covered within the curriculum. Instruction must be medically accurate, age-appropriate and inclusive of all students. Trained health and science teachers will provide this instruction. It must include the following:

- Information about HIV and other sexually transmitted infections (STIs), including transmission, FDA approved methods to prevent HIV and STIs treatment.
- Information that abstinence is the only certain way to prevent unintended pregnancy and HIV and other STIs, and information about value of delaying sexual activity
- Discussion about social views of HIV and AIDS
- Information about accessing resources for sexual and reproductive health care
- Information about pregnancy, including FDA approved prevention methods, pregnancy outcomes, prenatal care, and the newborn safe surrender law
- Information about sexual orientation and gender, including the harm of negative gender stereotypes

- Information about health relationships and avoiding unhealthy behaviors and situations

If you have any questions or wish to preview the instructional materials, please contact the principal at your student’s school site. You may request a copy of the California Healthy Youth Act (California Education Code Sections 51930-51939) by contacting the principal.

State law allows you to remove your student from comprehensive sexual health or HIV prevention education. The law does not permit parents to remove their children from anti-harassment programs or other instruction that discusses gender, gender identity, gender expression, sexual orientation, discrimination, harassment, bullying, intimidation, and relationships. Within our middle school health, curriculum comprehensive sexual health components are covered within each unit (including the gender identity unit); therefore, your student would be opted-out of the entire week-long middle school health program. If you do not want your student to participate in this portion of the instruction, please give written request to your student’s principal.

**Suicide Prevention**

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention. BP 5141.52(a)

**Drug Education**

Parents shall receive notice of the program of instruction required by existing law in the elementary and secondary schools on drug education and the effects of the use of tobacco, alcohol, narcotics, dangerous drugs, and other dangerous substances (EC §51260).

**Alcohol, Tobacco, and Drug Free Schools**

The District recognizes that the use/abuse of alcohol, tobacco, and harmful drugs is a significant health problem that interferes with the growth, development, and education of children and adolescents. The use of these substances is often not an isolated behavior and may be associated with other factors placing young people "at risk". Therefore, the District supports abstinence from the use of alcohol, tobacco, and drugs by children and adolescents in order to achieve the following goals:

- Maintain an alcohol, tobacco, and drug free, safe and positive school environment
- Reduce and prevent at risk issues
- Enhance academic success and responsible, healthy citizenship

Rules, regulations, and rights pertaining to discipline for violation of all behavioral standards, including alcohol, tobacco, non-nicotine vaporized solutions (H&SC §104420) and drug use, are available from each school’s administration or call Student and Community Services at (714) 628-5424.

*Smoking or use of any tobacco-related product and disposal of any tobacco-related waste within 25 feet of a school playground is prohibited.*  
**OUSD is a “Tobacco Free” environment**

## Nutrition Services

The District participates in the following United States Department of Agriculture (USDA) programs: 1) National School Lunch Program (NSLP); 2) Especially Needy & Basic Breakfast Programs; 3) After School Snack Program; and 4) Commodity Food Program.

The meals offered to students at Orange Unified School District (OUSD) under the United States Department of Agriculture Nutritional School Lunch Program are required to meet one-third of the Recommended Dietary Allowances (RDA) for *protein, calcium, iron, vitamin A, vitamin C, and specific caloric levels*. School breakfasts are required to meet one-fourth of the RDA.

OUSD Nutrition Services Department has implemented USDA's New Meal Patterns, nutrition guidelines and education, the introduction of new menus and the creation of healthier appealing meals for students dining at "Café Orange". This past year students were offered more fruit, vegetable, and whole grain and legume choices as well as lower fat, higher fiber and reduced sodium. Students are being encouraged to make better nutrition decisions through site signage, menus & nutrition web links. The Nutrition Services' mission is to serve meals that are nutritious, taste good and are well-liked by pupils, while maintaining a fiscally sound business. The pupils and staff at OUSD are offered lunch at all schools, breakfast at most schools and a la carte sales at secondary sites.

Eligibility for free or reduced price meals shall be based on federal regulations as provided by the California Department of Education. Each pupil's meal is subsidized by the National School Lunch Program (NSLP) to a varying degree, depending on if the pupil qualifies for free, reduced price, or full priced meals.

A letter and application form is distributed to all parents prior to the beginning of the school year. The letter contains information on eligibility standards, application procedures and appeal procedures. This information and all application forms are provided whenever a new pupil is enrolled. Parents must submit a completed application to the Nutrition Service Office and will be notified in writing when their child (ren) is approved for assistance. Applications for free or reduced price meal programs are available to pupils at all times during the regular school day (EC §49557). Parents or pupils may request an application from the school office or Nutrition Services Office.

All applications and records related to eligibility for the free or reduced price meal program shall be confidential EC §49510. Such records shall be open to examination for those purposes specified in EC §49558. There are payment options including, our secure on-line PayPal payment system, or by cash or check in envelopes available in the elementary school offices and in the secondary school kitchens to allow pupils to prepay for meals.

Applicants who are eligible for free or reduced price meals may be eligible for Medi-Cal, or reduced-cost comprehensive health care coverage through the California Health Benefit Exchange, EC §49557.2 - §49557.5 Child Hunger Prevention and Fair Treatment Act.

In accordance with EC § 49550, lunch is offered every school day including minimum days for all pupils grades Preschool, Kindergarten through 12 including continuation school.

The Nutrition Services Department continually strives to offer menus & products that are healthy to the students and improve the nutritional integrity of the meal within appropriate price parameters. The Nutrition Services Department enjoys showing the community that true food service professionals are at work in the District through our catering department. Our ServSafe certified food service professionals undergo on-going staff training, keeping them updated on current nutrition, safety, sanitation and food service trends. Our mottos are “Can Do” and “Pupil Service is our Business.” We are recipients of the “Awards of Excellence for Food Safety & Sanitation” in 2010, 2011, 2012 and 2013. The Wellness for Student Achievement Committee provides attention to the issues of nutrition, health, physical education and overall student achievement as well as overseeing the District Wellness Policy.

**Unpaid Meal Charge & Collection Policy** - Nutrition Services takes pride in serving nutritious meals daily to our students. We believe that hungry students can't learn or excel. The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Nutrition Services Dept., which is a self-supporting program. Title 2, Code of Federal Regulations (2 CFR), Section 200.426: Bad debts are an unallowable cost to federal programs.

The goals of this standard of practice are: To treat all students with dignity in the serving line regarding meal accounts. To establish policies which are age appropriate. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student. To establish a consistent district policy regarding charges and collection of charges as required by the USDA and the California Department of Education.

We understand that parents are busy and may occasionally forget to make payments, send in money for meals or pack a lunch. It is ultimately the parent/guardian's responsibility to provide students with breakfast & lunch or a means to pay for meals at school. Students who have a negative balance will be fed in good faith. Meals provided will be the regular meal or an alternate depending on availability that day. The price for this meal will be added to the student's balance. Students who owe money may purchase regular meals if they have money in hand to pay for it. Students who owe money and have money in hand will not be allowed to purchase ala-carte items at Secondary sites. Economically disadvantaged families may apply for the subsidized meals program.

**Notification Regarding Negative Account Balances:** Nutrition Services will notify parents of negative balances on a weekly basis via backpack mail through the classroom and with an automated call home. The calls will continue until the account is brought to a positive balance. A list will be sent to the school administration to make contact with the parent. After multiple contacts to parents have been made without the account being cleared up, the parent will be required to feed their child breakfast at home and to send a lunch to school so the child does not go without a meal. Letters to parents of students with accounts in arrears of \$25.00 or more will be sent by the Nutrition Services Bookkeeper or the school's Kitchen Manager.

**Payment Methods:** When bringing cash to the school students name and ID must be

on envelope. Deposit must be logged in on a deposit roster in the school office. Parents may pay by cash but it is not recommended that the students pay their accounts with cash in the lunch line. Please make checks or money orders out to "Nutrition Services Dept." (not to the school) Parents may apply anytime at your child's school, online at <https://orangeusd.rocketscanapps.com> Online payment via [www.PayPAMS.com](http://www.PayPAMS.com) PayPAMS allows auto payments, sends low balance reminders, ability for parent to check if their child had a meal.

Procedures: If a student does not have a lunch or money to purchase their meal, the following steps will be taken:

Elementary school- The complete reimbursable meal will be given to the student and that meal will be charged to their account. Only meals will be charged – no a la carte items will be allowed. Parents are made aware of their child's negative account balance by weekly reminders sent home in student packets through the classroom and weekly automated phone calls to households whose meal accounts have a negative balance. Letters will be mailed home for negative balances over \$25.00.

Secondary School- The complete reimbursable meal will be given to the student and that meal will be charged to their account. Once the account has incurred a negative balance that is greater than \$20.00, the student will no longer be given a complete meal until this balance is paid down. In lieu of a complete meal, students will be given a milk and a serving of vegetables. Parents are made aware of their child's negative account balance by weekly automated phone calls to households whose meal accounts have a negative balance. Letters will be mailed home for negative balances over \$25.00

Free or Reduced Meal Program - If a household is unable to pay for their child's meal, they are strongly encouraged to apply for the free and/or reduced meals. Eligibility to receive free or reduced meals requires a new application each year. Applications are accepted at any time throughout the year. Parents may apply by completing a paper application. Paper applications can take up to 10 school days to process. Households will be held accountable for any charges incurred until the application is approved. Application result letters are mailed home for paper applications. Parents may also apply online at <https://orangeusd.rocketscanapps.com>

Questions regarding Nutrition Services or the meal program, please call the main phone number at (714) 997-6354. Nutrition Services also has a web site, which can be viewed at [www.orangeusd.org](http://www.orangeusd.org) and highlighting the Nutrition Department or on the links to menus and meal applications on the main page of each school. Monthly menus, nutrition information, catering information, and the free and reduced price meal application are available for review on-line.

(EC §49490-49493, §49500-49504, §49530-49536, §49550-§49556, §49557.2, §49558, §49431.2, §49431.5, § 49431.7); (AC Title 5: 15510, 15530, 15550)

### **Pesticides E.C. §17612**

From time to time, it is necessary for the District to use certain limited pesticide products on school campuses. The Board of Education has directed staff to provide information to parents/guardians, pupils and staff on what pesticides the staff will be using, where staff plans to use it and information on your legal rights and responsibilities. Information pertaining to pesticides, including a listing of all pesticides to be used, can be found on the

District's website at [www.orangeusd.org/cwa](http://www.orangeusd.org/cwa).

Information concerning any identified pesticides product or any active ingredient in the identified pesticide products may be obtained from the Department of Pesticide Regulation at (916) 445-4038 or <http://www.cdpr.ca.gov>.

In order to prevent any problems, whenever possible staff will limit pesticide use until after school, during weekends and when pupils are on break. If you desire actual notification of individual pesticide applications at any school facility prior to such use, contact the Assistant Director of Grounds to register for such notification. Registrants shall receive notification of individual pesticide applications at least 72 hours prior to the application whenever possible. Such notification will include the product name, ingredient(s) and the intended date of application. EC §48980.3. Notice of pesticide use

## Additional Mandatory Notifications

All school districts are mandated to annually notify parents/guardians of specific codes and regulations. This handbook has already provided many of the mandated codes and regulations. In addition, the following summaries of mandated code notifications are being provided to you. In the event of any questions, please contact the Office of Student and Community Services at (714) 628-5424. Copies of requested codes/regulations are available upon request. Translation will be provided. There are selected laws that require additional notification to parents or guardians during the school term. A separate letter or notification will be sent to parents or guardians prior to any of these specified activities or classes, and the pupil will be excused whenever the parent files with the principal of the school a statement in writing requesting that his or her child not participate. SCS asks that all parents pay special attention to the following two codes before proceeding to the remainder of the important code notifications:

**Vehicle Code 21212:** Requires any person, less than 18 years of age, while wearing in-line or roller skates, riding a bicycle, operating or riding on a non-motorized scooter, or skateboard on a street or public bicycle path, a helmet is required.

**Civility Code 44811:** (a) Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.

**BP §5145.12 -** The Board of Education authorizes school officials to conduct searches where there is reasonable suspicion and a violation of an education code or penal code is suspected. V.C. 21113 authorizes schools to search vehicles on school property.

**EC §215 - Suicide prevention: Requires school districts serving pupils in grades 7 to 12, to adopt a policy on pupil suicide prevention, addressing procedures relating to suicide prevention, intervention, and postvention**

**EC §221.9 – 221.61 -** Commencing with the 2015-2016 school year and every year thereafter, each public and elementary school in the state, including each charter school, that offers competitive athletics shall publicly make available at the end of the school year all of the following information: 1) The total enrollment of the school, classified by gender; 2) The number of pupils enrolled at the school who participate in competitive athletics,

classified by gender; 3) The number of boys' and girls' teams, classified by sport and by competition level. Education Code §221.9 states that the data required shall reflect the total number of players on a team roster on the first official day of competition. EC §221.9(c) states the school shall make the information publicly available on its website or the district or charter school operator's website, disaggregated by school. Materials used by the school to compile the information shall be retained for at three years after the information is posted on the internet. EC § 221.9 defines "competitive athletics" as sports where the activity has coaches, a governing organization, and practices and competes during a defined season, and competition as its goal.

**EC §262.3** - A party to a written complaint of prohibited discrimination may appeal the action taken by the governing board and it is the responsibility of the district to provide advice that civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may also be available to complainants.

**EC§300-335** – English Language: Requires school district implementing a language acquisition program under EC § 310 to comply with the K-3 class size requirements specified in EC § 42238.02 and include in the annual notice to parents or upon enrollment, information on the types of language programs available to pupils enrolled in the school district

EC §17611.5 Notifications of pesticide use (signage)

**EC §1981** – Prohibits involuntary transfers by a SARB board unless the parent agrees.

**EC §32243** - When a school has been determined to have significant risk factors for lead, the school shall be advised and the parents shall be notified.

**EC §32255 - 32255.6** - Pupils who object to participation in classes or courses which involves dissection or otherwise harming or destroying animals shall be offered alternative means to complete the required work and required test.

EC §35160.5 Requires coaches to complete a Sudden Cardiac Arrest Prevention course

EC §35182.5 Advertising in classroom

**EC §35183.5** -Requires school sites to allow for outdoor use during the school day, articles of sun-protective clothing that pupils would be allowed to wear outdoors, including, but not limited to, hats, and authorizes school sites to set a policy related to that clothing.

**EC §35294.1** - Specifies that each school district and county office of education is responsible for the overall development of comprehensive school safety plans (SB 187). SB 1677 amends section 35294.20 – School Safety and Violence Prevention Act – to include public meeting requirements.

EC §44050 Employees rights and duties

**EC §44332.6 - 44346.1 - 45122.1** -Prohibits the issuance of a temporary teaching certificate to an applicant who has been convicted of a violent or serious felony; also addresses delaying and denying applications.

**EC §44691** – Requires school employees to complete annual online training in how to

recognize and complete suspected child abuse and neglect.

**EC §44807** - Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playground, or during recess.

**EC §46010.1** – At the beginning of each school year, the Superintendent or designee shall send a notification to the parents/guardians of all students, and to all students in grades 7-12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student’s parent/guardian. Students should not be absent from school without their parents/guardians’ knowledge or consent except in cases of medical emergency or confidential medical appointment.

**EC §46010.5** - Authorizes exclusion of any pupil who has not been immunized properly.

**EC §46014** - The governing board of the district of attendance, in its discretion, may adopt a resolution permitting pupils to participate in religious exercises. The pupil must attend the minimum school day and may not be excused on more than four days per school month.

**EC §48000** - The district does not allow pupils to enter before the legal age.

**EC §48206.3** - Pupils with a temporary disability which makes attendance in the regular day classes or alternative education program in which the pupil is enrolled impossible or inadvisable shall receive individual instruction provided by the district of residence.

**EC §48207** - Pupils with a temporary disability who are in hospitals or residential health facilities shall be deemed to have complied with the residency requirements.

**EC §48208** – It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil’s presence in a qualifying hospital.

**EC §48213** - Prior to excluding a pupil from school, the district is required to notify the parents of the intention to exclude because of contagious, infectious or communicable diseases.

**EC §48260.5** - Notice to parent or guardian: (a) Upon the pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first class mail or other reasonable means, of the following: (1) That the pupil is a truant; (2) The parent or guardian is obligated to compel the attendance of the pupil at school; and (3) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution.

**EC §48262** - Defines a pupil as a “habitual truant”.

**EC §48263, 48290 and 48291** - Provides for investigation and referral to the district’s “School Attendance Review Board”. Provides for possible criminal complaint against parent.

**EC §48297** – Requires the district attorney in all counties to provide reports to school districts on the outcomes of referrals made by local school districts relative to school attendance.

**EC §48301 et seq.** - Interdistrict Transfers “District of Choice” (amended): Extended

the program to July 1, 2016; prohibits a school district from rejecting the transfer of special needs and English learner pupils; no longer prohibits a governing board of a school district from electing to become a school district of choice after August 24, 2007; sets limits on the number of pupils who transfer, as specified; requires an annual audit and reporting on requests for transfers, as specified.

**EC §48321** – Authorized every county office of education to convene a SARB board which shall include the usage of district attorneys and public defenders as members of the SARB board.

**EC §48350 et seq.** - Open Enrollment Act: Enables pupils to attend public school in school districts other than their school district of residence, as defined; authorizes school districts of enrollment, as defined, to adopt specific, written standards for acceptance and rejection of applications for enrollment subject to specified conditions and priority for applicants by due date, as specified; prohibits a school district from adopting policies that in any way prevent or discourage pupils from applying for a transfer to a school district of enrollment.

EC §48432.3 Policy/Voluntary enrollment in continuance education

**EC §48412 – Certificate of Proficiency (amended): Adds foster youth removed from their home by the juvenile court to the category of pupils exempt from the exam fee.**

**EC §48853 – EC 56155.5, defines licensed children’s institutions to include children ‘s placed in a short-term residential therapeutic program as defined in H&SC 1502, and a certified family home as defined in H&SC 1517 and W & IC 16519.5.**

**EC §48432.5** - Provides for the rights of pupils involuntarily assigned to a continuation school.

**EC §48900.9** – Authorizes victims of bullying and students identified as the bully to receive counseling services at the school site including restorative justice programs.

**EC §48901.5** - SB 1253 authorize school district governing boards to regulate the use of electronic signaling devices if it is determined to be essential for the health of the pupil, as prescribed.

**EC §48908** - All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school.

**EC §48911** - A pupil may be suspended for no more than five consecutive school days, unless there is a recommendation for expulsion and a request for a continued suspension pending Board action (special education-10 days). Amended see EC 48900.5

**EC §48915.5** – Extends provisions of law relative to foster youth in identified homeless youth. (graduation requirements, expulsion recommendations and notifications, granting of credits)

EC §48929 – Pupil Transfers California law (EC §48980 (h) requires all school boards to inform each pupil’s parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts

**EC §48980 – 48982** - (a) Requires the governing board of a school district to notify parents and guardians of minor pupils of numerous rights; (b) Includes availability of individualized instruction (EC 48206.3); (c) parents are to be advised no later than one month prior of any scheduled minimum days or pupil-free staff development days; student calendar is available on our website [www.orangeusd.org](http://www.orangeusd.org) (d) parents are advised of the importance of investing for future college or university (such as United States Saving Bonds); and (k) The notification shall advise the parent or guardian of the availability of state funds to cover the costs of advanced placement examination fees pursuant to Section 52244.

**EC §48205** - (a) Describes reasons a pupil may be excused from school; (b) pupil shall be allowed to complete all assignments and tests missed.

EC §48213 - Prior notice of exclusion from attendance

**EC §48900** – (k) amended – Prohibits a recommendation for expulsion of a student for “willful defiance”. Additionally, prohibits student in grades k-3 from suspension for willful defiance.

**EC §48914 – Transfer of pupils. Requires governing boards electing to transfer to another school with the district pupils convicted of violent felonies.**

**EC §49001** - Corporal punishment is prohibited.

**EC §49030** - Prohibits pupils who participate in interscholastic sports from using specified substances.

**EC §49050** - No employee may conduct a search that involves body cavities.

**EC §49091.14** – The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication.

**EC §49067** - Describes a teacher conference, or a written report to the parent or guardian of any pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course.

**EC §49073** - The Board of Education maintains policies that specifically identify directory information and the release of that information. The policy permits parents to preclude the release of any information.

**EC §49073.1** – The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

**EC §49073.6** – The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety.

**EC §49403** -Immunization for communicable diseases-with parent consent, the district is permitted to administer immunizing agents to pupils to prevent or control communicable diseases.

**EC §49414.3** Opioid overdose (new): Permits, but does not require, school districts to provide emergency naloxone or another opioid antagonist prescribed by a physician employed or under contract with the district, a local health department medical director, or a local emergency medical services director, to school nurses or volunteer trained personnel, as specified, to provide emergency medical aid to persons reasonably believed to be suffering from an opioid overdose.

**EC §49414** – Requires school districts, county offices and charter schools to provide emergency Epinephrine auto-injectors to school nurses or trained personnel. Records must be maintained for three years.

**EC §49423.1** - Inhaled Asthma medication provides for school personnel to assist pupils or by which pupils may self-administer inhaled medication at school (added by AB 2132, 2004).

**EC §49452.5** - Scoliosis Screening: for the 2016-2017 fiscal year the requirement that scoliosis screening be provided is suspended. Although screening may continue to be provided it will not be reimbursed. (Note: by July 1, 2017, the Department of Finance should notify CDE whether the screening mandated will be suspended for the 2017-2018 school year.) EC §49452.5

**EC §49452.7** – (a) On and after July1, 2010, the school district shall provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7<sup>th</sup> grade pupils.

**EC §49452.9** – (a) For purposes of the 2015-16, 2016-17, and 2017-18 school years, a public school, including a charter school, shall add an informational item to its enrollment forms, or amend an existing enrollment form in order to provide the parent or legal guardian information about health care coverage options and enrollment assistance.

**EC §49455** - The parent/guardian may file a written statement refusing examinations for hearing and/or vision impairments.

**EC §49456** - When a defect, visual or otherwise, has been noted by the supervisor of health or his/her assistant, a report shall be made to the parent or guardian of the child.

**EC §49557.2, §49075, §49557 and §49558** - Provides that any child enrolled in specified programs shall be deemed to have met the income eligibility requirements for Medi-Cal programs. Also makes certain persons who are eligible for free school lunches also eligible for the Medi-Cal program. Includes requirement for notification.

**EC §51216** - Mandates steps to ensure that the progress towards proficiency in basic skills is assessed in the English language. Pupil proficiency; assessment; conference to further pupil's progress, instruction in basic skill for pupil not demonstrating sufficient progress.

**EC §51225.1 – Juvenile court school pupils (amended): adds former juvenile court school pupils as defined in EC 51225.2, to the list of pupils exempt from a school district's local graduation requirements.**

**EC §51513** -No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, and religion, shall be administered to any pupil in kindergarten or grades 1 to 12, inclusive, unless the parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the pupil to take this test, questionnaire, survey, or examination.

**EC §51938**- Parents may excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education by submitting a yearly written request to the school. Defines criteria for parent notification. Must be done at the beginning of each school year or upon pupil's enrollment. Parents may review materials prior to instruction. Parents must receive notification in writing if any evaluation tools are to be used to measure pupils' health behaviors.

**EC §52164** -Each school district shall ascertain the total number of pupils of limited English proficiency within the district, and shall classify them according to their primary language, age, and grade level.

**EC §54444.2** - The Superintendent of Public Instruction shall take the necessary steps to assure effective parental involvement throughout the state migrant education program.

**EC §56301** - Each district shall establish written policies and procedures for a continuous child-find system which addresses the relationship among identification, screening, referral, assessment, planning, implementation, review, and the triennial assessment.

**EC §56303** - A pupil may be referred for special education instruction/services only after the resources of the regular education program have been considered.

**EC §56341** - Each meeting to develop, review, or revise the individualized educational program of an individual with exceptional needs, shall be conducted by an individualized education program (IEP) team. 56341.1

**EC §56343.5** - A meeting of an individualized education program team requested by a parent to review an IEP shall be held within 30 days (excludes July and August for 10 month calendar pupils).

**EC §56346** - Parental notice and consent to special education program.

**EC §56366** - Defines legislative intent that a non-public school or agency shall be maintained and continued as an alternative special education service available to districts, special education local plan areas, county offices, and parents.

**EC §56380** - The district shall maintain procedures for conducting on an annual basis reviews of all individual education programs.

**EC §56500.3** - Legislative intent that special education disputes seek resolution through mediation prior to a request for a due process hearing.

**EC §56500.4** - Requires districts to provide prior written notice for other reasons than just initial referral for assessment.

**EC §56506** - Parent and handicapped pupil have the right to receive written notice in language easily understood by the public and in their primary language.

**EC §56515** - Prohibits districts from releasing records of special education pupils to other agencies without prior consent of parent/guardian.

EC §60641 California Assessment testing criteria

**Code of Federal Regulations, Title 40, 763.93** - Each local education agency shall develop and make available an asbestos management plan for each school.

Civil Code §1798.29 Duty of report breach of security of district records

**5 CCR 11992 and 20 U.S.C. 7912 Unsafe School Choice Option** -Defines and allows pupils who attend “persistently dangerous” schools to attend a safe school within the district, including a charter school.

**Health and Safety Code – 323.5** – Certificate of receipt; health screening and evaluation services; waiver by parent/guardian; 324.2 School districts and private schools; information to parents or guardians of Kindergarten children, withholding of average daily attendance funds; 3380-3389 immunizations.

**Health and Safety Code- 626.81** – Notice of permission granted to a 290 volunteer on campus.

**Health and Safety Code - 104495** -Prohibits any person from smoking or disposing of a cigarette, cigar, or other tobacco related product within a playground or a tot lot sandbox area.

**Health and Safety Code - 124100 and 124105** - Parents of Kindergarten and first grade children are to be notified of the requirement for physical examination for first grade enrollment and for the availability of free health screening through their local health department. Requires up to five days exclusion from school for failure to comply or sign a waiver.

**Penal Code 594.1** – Includes etching cream, as defined, to be unlawful for a minor to possess-defacing property in any public place.

**Penal Code 626.7** – Persons who are not a pupil, officer, or employee of a public school, who enter a campus or school facility and appear to commit an act likely to interfere with the peaceful conduct of the campus or facility, may be directed to leave. Failure to leave, or reentry within either 7 or 30 days, as specified, is unlawful.

**Code of Federal Regulations, Title 17 – 1232(H)** Protection of Pupil Rights

## Additional Notifications

**EC §48900** - Welcome Home Vietnam Veterans Day: Designates March 30 as Welcome Home Vietnam Veterans Day and encourages school districts to observe that day and to conduct exercises recognizing the contributions of those involved and remembering the sacrifices they made for their country.

**EC §48901** – School Safety: Requires a school principal or designee to report to the police and the school security or school police department, any act involving either the possession, sale, or furnishing of a firearm, as specified, or the possession of an explosive, as specified, committed by a non-pupil at a school site.

**EC §49700** et seq. – Pupils – Military Families: Upon ratification, would establish the Interstate Compact on Educational Opportunity for Military Children to facilitate enrollment, placement, advancement, and transfer of the academic records of the children of military families for the purposes of removing barriers to their educational success due to the frequent moves and deployment of their parents

**EC §51225.1** - Districts are required to exempt a pupil in foster care, who transfers between schools any time after the completion of the students second year of high school, from all coursework and other local graduation requirements adopted by the governing board beyond the statewide coursework requirements, unless a finding is made that the pupil is reasonably able to complete the district's graduation requirements in time to graduate by the end of the pupil's fourth year in high school. Within 30 calendar days of the date a pupil transfers into a school, the district shall notify the pupil, the holder of educational rights, and the pupil's EC §district determines the pupil in foster care is reasonably able to complete the district's graduation requirements within the pupil's fifth school year of high school, the district must: 1) inform the pupil of his/her option to remain in school for a fifth year to complete the district's graduation requirements; 2) inform the pupil and the holder of educational rights about how remaining in school for a fifth year will affect his/her ability to gain admission to a university; 3) provide the pupil information about transfer opportunities available through the community colleges; and 4) permit the pupil to stay in school a fifth year to complete the school's graduation requirements upon agreement with the pupil (if 18) or the holder of educational rights.

**EC §51225.3** – High School Graduation – Foster Children: Requires a school district to exempt and notify a pupil, and, as appropriate, the person holding educational rights, in foster care from all coursework and other requirements adopted by the governing board of the district that are in addition to the statewide coursework requirements if the pupil, while in grade 11 or 12 transfers to the district from another school district or between high schools within the district, unless the district makes a finding that the pupil is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains eligible for foster care benefits.

EC §56521.1 Behavioral/Emergency Interventions

EC §56321.5-56321.6 Notice of parent rights pertaining to special education

**EC §60852.3** – Special Education – CAHSEE: Commencing with the 2009-2010 school year, an eligible pupil with a disability, as defined, who is scheduled to receive a high school diploma, is not required to pass the high school exit examination as a condition of receiving a diploma of graduation or as a condition of graduation from high school.

**EC §60615** -- California Assessment of Student Performance and Progress State Exams (CAASSP) (5 CCR section 852): During the spring, students in grades 3-8 and 11 will take the annual state exams. Parents may annually submit to the school a written request to excuse their child from any or all parts of the CAASSP.

**PC 626** – Crime – School Grounds; Prohibited Weapons: Makes it a misdemeanor to bring or possess a razor blade or box cutter upon the school grounds, except as provided.

# An Important Message to All Parents/Guardians

It is no secret that the most successful pupils in the District attend school every day, do their homework/assignments and follow school rules. Please discuss with your child the importance of daily study habits, completing homework and regular school attendance. All pupils should have the goals of perfect attendance and punctual completion of all assignments.

Every parent is concerned about school safety and pupil violence. The District is committed to providing safe, welcoming, secure, and peaceful campuses for all pupils and staff members. The District is committed to actively implementing strategies for the purposes of "Prevention", "Intervention", and appropriate "Response". Rumors will be treated seriously until disproved. Please review this handbook's section on the District's position on "Bullying." Bullying and threats need to be reported to your school's administration immediately.

Please take the time to discuss the importance of remaining drug free, resolving conflicts without aggression, and selecting friends who are positive and do not engage in illegal activities. Communicate with your child the dangers and impropriety of bringing objects such as pocket knives, box cutters, fingernail clippers with a knife blade, lineman pliers with a knife blade, pepper spray, firecrackers, nunchaku, kung-fu stars, laser pointers, inappropriate website printouts, or any other dangerous object to any school site. "Children, who choose to bring dangerous objects to any school site or school activity, are choosing to no longer attend their school and are choosing to be expelled from the Orange Unified School District."

Ask your child to check with you for approval before they bring any questionable object on to school grounds. **Tell your child that if they discover that they are accidentally in possession of something that they should not have, such as a pocket knife, to go and immediately turn it in to their teacher or principal. Tell them that they are not to display the object to anyone else. If it is turned in immediately, the District will consider the action not to be a discipline violation.** A conversation with an adult can provide wisdom in resolving a pupil's problem before it becomes a pupil crisis.

Keeping each school safe, secure and peaceful is everybody's responsibility. Please discuss with your child that "mooning" is not acceptable and is a crime. In fact, victims of "mooning" have the right to press charges for violating Penal Code 314 Indecent Exposure. This past year the District experienced cases of pupils in possession of their parent's prescription drugs. Please destroy all prescription drugs no longer in use and keep the drugs out of the reach of children, especially teenagers.

Pupils have the right to use cell phones for emergency purposes. They may not be used inside school buildings or classrooms and may not disturb the educational process. This past year, the District has experienced a variety of major violations, including cheating, obscenity, and the transmission of inappropriate pictures from cell phones. Please check with your school site administration for specific regulations regarding the use of cell phones. Also, pupils have a right to wear sun protective clothing. Please check with your child's school site for procedures regarding hats in particular. Hats may be restricted to school approved hats in order to identify trespassers on campus. Please discuss these important issues with your child.

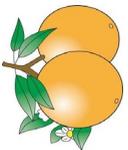
***We trust that you have found the information included in this handbook to be informative. Best wishes to you and your family throughout this important school year.***

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# Notes



**Orange Unified School District  
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