

**Ignite the Passion for Learning**

**Annual Notification of Rights and  
Responsibilities of Parents/Guardians and  
Students**

**2023-2024**



[WWW.BPSD.US](http://WWW.BPSD.US)



## **DISTRICT MISSION AND VISION STATEMENT**

The Buena Park School District ignites and inspires all students to pursue high achievement; empowering them to follow their passions.

### **BPSD VISION**

***Ignite the Passion for Learning!***

We ignite the passion for learning by:

- Ensuring we have highly-trained, talented and dedicated educators/staff;
- Providing ambitious and innovative curriculum and instruction;
- Establishing cutting-edge technology and facilities;
- Cultivating nurturing and safe environments;
- Valuing the strength of our cultural diversity;
- Partnering with our families and community; and
- Guiding students to lead and impact the world.

### **DISTRICT CORE ETHICAL VALUES**

Respect	Integrity	Responsibility	Perseverance
Cooperation	Civic Duty	Compassion	Honesty

## District Directory

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### Board of Education

Tharwa Ahmad, Trustee Area #3  
Brenda Estrada, Trustee Area #4  
Jason Chong, Trustee Area #2  
Jerry Frutos, Trustee Area #5  
Rhodia Shead, Trustee Area #1

### Superintendent

Julienne Lee, Ed.D.

### School Sites

#### **Buena Park Learning Center**

(Preschool)

Mary Beckelheimer, Administrator,  
Early and Expanded Learning

8201 Country Club Dr., Buena Park, CA 90621  
(714)994-9381

#### **Arthur F. Corey Elementary (TK-5)**

K-5 Online Learning Academy

Jeselle Mata, Principal

7351 Holder St., Buena Park, CA 9062  
(714)522-8389

#### **Charles G. Emery Elementary (TK-5)**

Gil Kim, Interim Principal

8600 Somerset St., Buena Park, CA 90621  
(714)521-5134

#### **Carl E. Gilbert Elementary (TK-5)**

Leslie Ramirez, Principal

7255 Eighth St., Buena Park, CA 90621  
(714)522-7281

#### **Mabel L. Pendleton Elementary (TK-5)**

Loriann Leota, Principal

7101 Stanton Ave., Buena Park, CA 90621  
(714)521-8568

#### **James A. Whitaker Elementary (TK-5)**

Stephanie Williamson, Principal

8401 Montana St., Buena Park, CA 90621  
(714)521-9770

#### **Gordon H. Beatty Middle School (6-8)**

6-8 Online Learning Academy

Joaquin Valdez, Ed.D., Principal  
Jaime Carbajal, Assistant Principal

8201 Country Club Dr., Buena Park, CA 90621  
(714)523-1160

#### **Buena Park Middle School (6-8)**

Jay Beckelheimer, Principal  
Leticia Rojas, Assistant Principal

6931 Orangethorpe Ave., Buena Park, CA 90620  
(714)522-8461

July 2023						
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March 2024						
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April 2024						
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June 2024						
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*Non-School Days		Classified Professional Development Days*	
Certificated Staff Development Days*	August 9-10, 2023	Winter Recess	August 10-11, 2023
Certificated Professional Planning Day*	August 11, 2023	Martin Luther King, Jr. Day	Dec. 22, 2023 – Jan. 5, 2024
School Opens/First Day of School (Min Day)	August 14, 2023	Lincoln Day	Jan. 15, 2024
Labor Day	Sept. 4, 2023	Washington Day	Feb. 12, 2024
Parent Conferences*	Oct. 5 & 6, 2023	Spring Recess	Feb. 19, 2024
Veteran's Day	Nov. 10, 2023	Memorial Day	Mar. 18 - 22, 2024
Thanksgiving Holiday	Nov. 20 – Nov. 24, 2023	Last Day of School (Min Day)	May 27, 2024
			May 30, 2024

**Minimum Days**

TK-8: September 26, 2023; February 6, 2024; April 9, 2024;  
TK-5 only: November 7, 2023; March 5, 2024; May 21, 2024

6-8 only: October 17, 2023; December 19, 2023; March 26, 2024; May 28, 2024

**EARLY RELEASE THURSDAYS:** review school site schedule for exact release time.

**Elementary Trimester Dates**

Trimester 1: Aug. 14, 2023 – Nov. 9, 2023  
Trimester 2: Nov. 13, 2023 – Mar. 8, 2024  
Trimester 3: March 11, 2024 – May 30, 2024

**Middle School Quarter Dates**

Quarter 1: Aug. 14, 2023 – Oct. 13, 2023  
Quarter 2: Oct. 16, 2023 – Dec. 21, 2023  
Quarter 3: Jan. 8, 2024 – Mar. 15, 2023  
Quarter 4: Mar. 25, 2024 – May 30, 2024

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# ANNUAL NOTIFICATION TO PARENTS/GUARDIANS AND STUDENTS

2023-2024

## INTRODUCTION

In compliance with the requirements of Education Code (EC) section 48980, this Annual Notification contains important information regarding state and federal laws and policies and procedures of the Buena Park School District that will assist parents (which include legal guardians and other individuals holding educational rights) in navigating through the school system and that promote school and family partnership to positively impact students' educational outcomes. In addition to the information provided in this document, parents may access the District website at [www.bpsd.us](http://www.bpsd.us) to address specific concerns and questions.

Please take the time to review the information provided in this document and keep it for reference during the school year. You will be asked to sign and return the individual Mandatory Parent Notification Receipt as required by EC 48982, and other pertinent forms to your student's school. If you have any questions, or you would like to review specific documents mentioned in the notice, please contact the Principal at your child's school for assistance. Again, you may also visit our website for current updates and valuable information at [www.bpsd.us](http://www.bpsd.us)

California and federal law requires certain other notices in the event that specific circumstances should arise, affecting your child's education and attendance at school. If any such circumstances should arise, the District will provide notice as required by law.

## KEY TO LEGAL REFERENCES

<b><u>Abbreviation</u></b>	<b><u>Complete Title</u></b>
AR	Administrative Regulation
BP	Board Policy
B&PC	Business and Professions Code
CCR	California Code of Regulations
EC	Education Code
ESSA	Every Student Succeeds Act
FERPA	Family Educational Rights and Privacy Act
H&SC	Health & Safety Code
IDEA	Individuals with Disabilities Education Act
PC	Penal Code
§ 504	Section 504 of the Rehabilitation Act of 1973
USC	United States Code
W&IC	Welfare and Institutions Code

*Note:* The term "parent" as used in the following notifications, means the natural or adoptive parent, legal guardian, the person having legal custody, or other educational rights holder; the term also includes a student 18 years of age or older. Additionally, the pronouns used in the notifications are meant to be gender-free.

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## Curriculum and Instruction / Student Programs

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### Academic Progress and Retention EC 48070, 48070.5, 48071, 5110; (BP 5123, AR 5123)

The Governing Board expects students to progress through each grade level within a school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed. In addition, the Governing Board considers parental involvement and student responsibility to be critical elements of student success. Part of that responsibility is a student's daily attendance.

Students who fail to satisfy grade level standards as establish in Board Policy may be considered for retention. Notice of retention will be sent to identified students as early in the school year as practicable, but no later prior to the start of the second semester report card. When any student in grades 2-8 is retained or recommended for retention, an appropriate program of remedial instruction to assist the student in meeting grade-level expectations shall be provided. The district may offer supplemental instruction to a student in grades 2-6 who is identified as being at risk for retention.

### Middle School Promotion Requirements (BP 5123, 5127)

The Buena Park School District remains committed to providing all students the academic and social skills necessary for a successful transition from 8<sup>th</sup> grade to high school. While promotion to 9<sup>th</sup> grade is achieved with a minimum grade point average (GPA) of 2.0, the district has agreed to reserve the promotion ceremonies and culminating activities solely for those 8<sup>th</sup> grade students who accomplish this mission and satisfy the following requirements:

- Students must have a cumulative GPA of at least 2.0
- Students may have no more than 10 unexcused absences (See list of "Excused Absences" listed in Attachment #2)
- Students may have no more than 2 incidents of suspension (See "Grounds for Suspension" in the Student Conduct and Discipline section of this handbook)
- Students may not have any incidents of truancy (See definition of "Truancy" in the Student Attendance section of this handbook)
- Students must have all school materials turned in, paid for, or otherwise accounted for (iPads, textbooks, library books, musical instruments) lab equipment or any other charges cleared, including community service.
- Students must be present and on time at all promotion rehearsals for their time slot. Students who disrupt the promotion ceremony rehearsal may be excluded from participating.

Each site principal reserves the right to make exceptions to any of the above requirements at their discretion.

### Homework (EC 48205, 48913, 48913.5; (BP 6154)

Meaningful homework assignments can be a valuable extension of student learning time. Homework can also assist students in developing good study habits over time. Homework will be assigned when necessary to support classroom lessons and learning objectives. Homework will also enable students to complete unfinished assignments, or review and apply academic content for better understanding.

Homework assignments will be reasonable in length and appropriate to the grade level and course. The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. Students who miss schoolwork because of an excused absence will be given an opportunity to complete all assignments and tests that can be reasonably provided.

### Honor Roll

Fourth through sixth grade students will be eligible for the Honor Roll if the average of their grades at

each trimester equals 4.0; they receive no Minimal Progress (-) or Area of Concern (\*) marks on their report card, no Ns or Us, or 1s or 2s. Fourth and fifth grade students will be eligible for High Honor Roll if the average of their grades at each trimester equals 4.5; they receive no Minimal Progress (-) or Area of Concern (\*) marks on their report card, no Ns or Us, or 1s, 2s, or 3s. Sixth, seventh, and eighth grade students will be eligible for the Honor Roll if the average of their grades at each quarter equals 3.5 or above.

#### Course Selection and Career Counseling (EC 221.5 (d))

A school counselor, teacher, instructor, administrator, or aide will not offer vocational or school program guidance to a student or, in counseling session a student, differentiate career, vocational, or higher education opportunities, on the basis of the student's sex. Parents of students in grades 6-8 are encouraged to participate in such counseling sessions and decisions.

#### Safe Place to Learn Act (EC 234, 234.1 (BP 5131.2))

The Buena Park School District prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in PC 422.55, including immigration status, and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a District school may be subject to disciplinary action up to and including expulsion. The policy addressing discrimination, harassment, violence, intimidation, or bullying are posted in all schools and offices.

#### Course Prospectus (EC 49063, 49991.14; (BP 5020))

The curriculum, including titles, descriptions, and instructional aims of every course offered by the District are compiled in a prospectus and reviewed at least once annually. Please contact the Principal for a copy of the prospectus. The District may charge an amount not to exceed the cost of duplication.

#### Gifted and Talented Education (BP 6172)

The Gifted and Talented Education (GATE) program exists to meet the unique needs of identified students in academic and social areas. These needs are addressed in a differentiated program administered by classroom teachers and other school personnel.

#### Special Education Programs (EC § 56000 et seq., 20 USC §1401 et seq.)

Both California and United States law require that a free and appropriate education (FAPE) in the least restrictive environment (LRE) be offered to all pupils with disabilities. Information on pupil eligibility, procedural safeguards, and additional matters is available from the California Department of Education website at <http://www.cde.gov>. A pupil shall be referred for special education instruction and services only after the resources of the general education program have been considered and, where appropriate, utilized (E.C. 56303). Parents of pupils with disabilities are entitled to receive a full explanation of procedural safeguards and a description of any proposed action regarding their children and the basis for such action. They are also entitled to give voluntary consent for educational assessment and placement and participate in the annual instructional meeting for their children. Students are entitled to the use of assistive technology devices in home if determined by the IEP team as necessary to receive FAPE. (EC §56040.3) For a detailed description of parent rights under special education law, please contact the District's Special Education office at (714) 736-4257.

#### Child Find (EC §§ 56300, 56301)

The District has a duty to identify, locate and assess children with disabilities who are in need of special education and related services. If you believe that your child is in need of special education and related services, you may initiate a referral for assessment by contacting (714) 736-4257.



### Special Education Advisory Committee

If your child is in special education, you are encouraged to participate in the North Orange County SELPA Special Education Community Advisory Committee by calling (714) 641-5400.

### English Language Programs and Language Acquisition Programs

Buena Park School District offers the following language and language acquisition programs for student enrollment. Parents/Guardians may choose a language acquisition program that best suits their child (*EC* Section 310[a]).

- **Structured English Immersion (SEI) Program:** A language acquisition program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered English Language Development instruction and access to grade level academic content. *Education Code (EC) Sections 305(a)(2) and 306(c)(3).*

The California Code of Regulations section 11309 requires that any language acquisition program provided by a school, district, or county shall:

- Be designed using evidence-based research and include both Designated and Integrated English Language Development;
- Be allocated sufficient resources by the local educational agency (LEA) to be effectively implemented, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent and community engagement to support the proposed program goals; and
- Within a reasonable period of time, lead to:
  - Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language; and
  - Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state-adopted academic content standards in that other language.

### **Parents Rights**

Parents or guardians may choose a language acquisition program that best suits their child. Schools in which the parents or guardians of 30 students or more per school or the parents or guardians of 20 students or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible (20 U.S.C. Section 6312[e][3][A][viii][III]); *EC* Section 310[a]).

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan (LCAP) (*EC* Section 52062). If interested in a different program from those listed above, please contact Michelle Centeno, Director of Curriculum and Instruction, to ask about the process.

- Although schools have an obligation to serve all EL students, parents or guardians of English learners have a right to decline or opt their children out of a school's EL program or out of particular EL services within an EL program. If parents or guardians opt their children out of a school's EL program or specific EL services, the children retain their status as English learners. The school remains obligated to take the affirmative steps required by Title VI of the Civil Rights Act of 1964 and the appropriate actions required by the Equal Education Opportunity Act of 1974

to provide EL students access to its educational programs (20 U.S.C. sections 1703[f], 6312[e][3][A][viii]).

- Parents of English Learners will be notified of their child's program placement no later than 30 days after the beginning of the school year.
- If your child has an IEP and has been identified as an English language learner, please contact the Director of Curriculum and Instruction for the above information that is specific to your child.

#### Use of Technology in Instruction (BP 6162.7)

The Governing Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of the society, those changes may also alter instruction and student learning. The Governing Board supports access by students to rich informative resources, along with the development by staff of appropriate skills to analyze, evaluate, and incorporate such resources.

The Governing Board encourages the instructional use of computers, interactive media, distance learning, websites and other technologies. These technologies give students new ways to access information and practice skills. In addition, the technologies will:

1. Help teachers meet a wide range of learning styles
2. Enable teachers to move from whole-class instruction to a mixture of small-group and individualized instruction
3. Help students develop reasoning and problem-solving abilities
4. Will be a part of students' everyday lives

The Governing Board recognizes that trained teachers and support staff are needed to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. Staff will receive training in using technologies in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights.

All District sites shall have the opportunity to obtain computing devices, software, and other equipment. Every effort shall be made to provide equal access to technology throughout the District's schools and classes.

To prohibit access to inappropriate content through on-line electronic services and preclude other misuses of the system, the Superintendent shall ensure that students receive training in user obligations, responsibilities, and digital citizenship.

Before using on-line services, the student and parent/guardian shall review the District's Acceptable Use Agreement indicating that the student understands and agrees to abide by specified user obligations and responsibilities.

The District's educational software shall be carefully selected and evaluated so as to meet the teachers' and students' needs and conform with District policy and regulations. Staff shall closely supervise students while using on-line services and may ask teacher assistants and student assistants to assist in this supervision.

The Superintendent shall establish administrative regulations governing the use of the District's on-line services. He/she shall ensure that users have no expectation of privacy and understand that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate. Penal Code § 528.5 provides that any person who knowingly and without consent credibly impersonates an actual person through or on an internet website or by other electronic means, as

specified, for purposes of harming, intimidating, threatening, or defrauding another person is guilty of a misdemeanor.

#### Responsible Use Policy - Student

The District's Student Responsible Use Policy is a required document to be downloaded during the Data Confirmation through the Parent Portal. The District recognizes that use of technology and digital curriculum is a normal part of the learning. To that extent, the District has adopted a technology and responsible use opt out option for parents and families. Parents that do not wish to use technology or abide by Board policy or District regulations, shall provide written notice to that extent to their school principal. The iPad Agreement (Form 1912a) and the iPad Replacement Costs (Form 1912b) are available from school site staff.

#### California Healthy Youth Act (Grades 7-8 only) (EC §§ 51934, 51937-51939; (BP 6142.1)

The California Healthy Youth Act requires schools to offer integrated, comprehensive, accurate and unbiased sexual health and immunodeficiency virus (HIV) prevention education at least once in 7<sup>th</sup> or 8<sup>th</sup> grade. It is intended to ensure that students in grade K-12 are provided with the knowledge and skills necessary to protect them from risks presented by sexually transmitted infections, unintended pregnancy, sexual harassment, sexual assault, sexual abuse and human trafficking and to have healthy, positive, and safe relationships and behaviors. It also promotes students' understanding of sexuality as a normal part of human development and their development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, gender identity, gender expression, sexual orientation, relationships, marriage and family.

Parents have the right to:

1. Inspect the written and audiovisual educational material used in the comprehensive sexual health and HIV prevention education
2. Request, in writing that their child not receive comprehensive sexual health or HIV preventions education, or participate in research on student health behaviors and risks. When a parent does not permit their child to receive such education, the child may not be subject to disciplinary action, academic penalty or other sanction.
3. Request a copy of EC 51930-51939, the California Healthy Youth Act
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of:
  - a. The date of the instruction
  - b. The name of the organization or affiliation of each guest speaker
  - c. The right to receive a copy of EC 51933, 51934, and 51938
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year

#### Health Instructions/Conflicts with Religious Training and Beliefs (EC § 51240)

If any part of the school's instruction in health conflicts with your religious training and beliefs, you may submit a written request that your child be excused from the part of the instruction that conflicts with your religious training and beliefs.

#### Dissection or Otherwise Harming or Destroying Animals (EC § 32255 et seq.)

If your child has a moral objection to dissecting or otherwise harming or destroying animals, he/she has a right to notify the teacher regarding this objection and refrain from participation in an education project involving the harmful or destructive use of animals which must be sustained with a note from a parent/guardian.

### Statewide Testing (5 CCR 852; EC 60615)

The California Assessment of Student Performance and Progress (CAASPP) is a system designed to provide information that can be used to inform instruction, monitor student progress and ensure that all students leave well-prepared for high school and college and career ready. CAASPP includes computer adaptive tests in English Language Arts (ELA) and Mathematics for grades 3 through 8 as well as an online assessment in Science for students in grades 5 and 8.

A parent may annually submit a written request to excuse their student from any or all parts of the CAASPP assessment for the school year. Buena Park School District has a written form for this purpose. Please contact the district Coordinator of Assessment and Accountability, at (714) 522-8412 to arrange an appointment or for any questions regarding your child's participation.

**Student Score Reports** can be accessed electronically through the parent portal. This report shows scores for ELA and Mathematics. The English Language Proficiency Assessment in California (ELPAC) summative reports are also available electronically. Students in grades 4 through 8 who took the test in previous years can view past scores and their progress over time. For information on how to access your child's student score reports, please contact your school office staff. To learn more about your child's scores, visit Starting Smarter, available at <https://ca.startingsmarter.org>. This site includes:

- Resources to help understand results on the student score reports
- Access to sample test questions and practice tests
- No-cost resources to support learning
- A guide for parent-teacher conferences

In the Buena Park School District, the State testing results are one way to evaluate student progress. BPSD uses multiple measures to determine student needs and progress over time.

Helpful links:

- California Assessment of Student Performance and Progress (online practice and training tests portal)- <http://www.caaspp.org/practice-and-training/index.html>
- California Department of Education, CAASPP Information – <https://www.cde.ca.gov/ta/tg/ca/>
- Buena Park School District – Annual List of Student [Assessment Matrix](#)

### English Language Proficiency Assessments for California

English language proficiency testing is now done through the ELPAC, which is a computer-based assessment. Student's score reports will be made available through the Aeries Parent Portal.

### Physical Fitness Test

The physical fitness test (PFT) for students in California schools is administered annually. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

### Advanced Placement Exams (EC §§ 52242, 48980)

The District may be able to help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged pupils.

### Education for Foster Youth (EC §§ 4824, 48853, 48853.5; BP 6173.1)

A foster youth means a child who has been removed from his or her home pursuant to WIC 309, is the subject of a petition filed under WIC 300 or 602, or has been removed from their home and is the subject of a petition filed under WIC 300 or 602, or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in WIC 450, who satisfies the criteria specified in EC 42238.01. The District's educational liaison for foster youth is the Director of Student and Community Services and can be reached by calling 714-736-4253.

The role of the Foster Youth Educational Liaison is to:

- 1) Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster youth;
- 2) Assist foster youth when transferring from one school or school district to another school or school district in ensuring proper transfer of records and grades;
- 3) Notify a foster youth's attorney and county welfare agency representative(s) when the foster youth is undergoing any expulsion or other disciplinary proceeding, including manifestation determination review, when they are a student with a disability; and
- 4) Address any disputed over school selection or enrollment. The California Department of Education has posted on its website a standardized notice of the rights afforded to foster youth. The notice can be obtained by visiting the following link:  
<https://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthedrights.pdf>

Education for Homeless Youth (42 US 11432, EC §§ 48853, 49069, 51225.1, 51325.2; BP 6173)

The McKinney Vento Homeless Assistance Act for Homeless Children entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless youth is defined as a child who lacks a fixed, regular, and adequate nighttime residence and include children and youth who: are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; may be living in motels, hotels, trailer parkers, or shelters; have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or are migratory children who qualify as homeless because of similar living circumstances.

The District's education liaison for homeless youth can be reached by calling the department of Student and Community Services at 714-736-4253. The role of the McKinney-Vento Educational Liaison is to:

- 1) Ensure that homeless students are identified so that they have access to and receive educational services for which they are eligible;
- 2) Assist homeless students when transferring from one school or school district to another school or school district in ensuring proper transfer of records and grades;
- 3) Ensure that homeless families and students receive referrals for services, such as health care, dental, mental health, and housing;
- 4) Assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in their expulsion;
- 5) Participate in an individualized education program or Section 504 team meeting to make a manifestation determination regarding the behavior of a student with a disability; and
- 6) Address any disputes over school selection or enrollment.

The following is a brief summary of a homeless youth's rights:

1. Right to attend either "the school of origin" or the current school of residence. The school of origin can be the school attended when the student had permanent housing, the school most recently attended, or any school the homeless youth attended in the last 15 months. Transportation may be provided.
2. Right to immediate enrollment even if the homeless youth is unable to produce records normally required for enrollment (e.g., proof of residency, birth certificate, transcript, immunization), does not have clothing normally required by the school (e.g. school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
3. Right to automatically qualify for child nutrition programs
4. Right to not be stigmatized by school personnel.
5. Right to file a complaint through the Uniforms Complaint Procedures if there is allegation that the District has not complied with requirements regarding the education of homes youth.

Unaccompanied youth who meet the definition of homeless youth are also eligible for rights and services

under the McKinney-Vento Act. An unaccompanied youth is defined as a minor who is not in the physical custody of a parent.

Section 504 29 USC 794; 34 CFR 104.32 (BP 6164.6)

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The Buena Park School District provides a free and appropriate public education (FAPE) to all students regardless of the nature or severity of their disability. In addition, qualified students with disabilities are provided an equal opportunity to participate in programs and activities that are integral components of the District's basic education program, including but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities.

To qualify for Section 504 protections, the student must have a mental or physical impairment which substantially limits one or more major life activity. For the purpose of implementing Section 504, the following terms and phrases shall have the meanings specified below:

1. Physical impairment means any physiological disorder or condition, cosmetics disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, hemic, lymphatic, skin, and endocrine.
2. Mental impairment means any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability.
3. Substantially limits major life activities means limiting a person's ability to perform functions, as compared to most people in the general population, such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading concentrating, thinking, writing, communicating, and working. Major life activities also include major bodily functions, such as functions of the immune system, special sense organs and skin, normal cell growth, digestive bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions, as well as the operation of individual organ within a body system.

The District has a responsibility to identify, evaluate, and if eligible, provide students with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. Additionally, a parent, teacher, other school employees, or community agency may refer a student to the principal or Section 504 Coordinator for identification as a student with a disability under Section 504. Upon receipt of a referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability will consider the referral and determine whether an evaluation is appropriate. This determination will be based on a review of the student's school records, including those in academic and nonacademic areas of the school program consultation with the student's teacher(s), other professionals, and the parent, as appropriate; and analysis of the student's needs. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team will develop a written 504 services plan specifying the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the students received FAPE.

For additional information about the rights of parents of eligible students or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the Educational Services division at 714-522-8412.

Military Families: Students of military families have certain rights under California EC § 49701. For information concerning these rights, please contact the Student and Community Services Office at 714-736-4253.

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## Student Conduct and Discipline

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### Positive Behavior Intervention Support

Positive Behavior Intervention Support (PBIS) is a school-wide approach to addressing school discipline matters that may arise at school. Our goal is to promote a safe, inviting, inclusive and positive school environment. It is based upon over 30 years of applied research conducted within schools and communities. The model is based on the premise that when appropriate behaviors are systematically taught, practiced, expected, and recognized consistently at school, they will be regularly demonstrated by the vast majority of students, avoiding punitive disciplinary consequences. These expectations improve the climate of the campus and promote better social and academic outcomes for students.

### Behavior Expectations

Each school site and each classroom teacher has an established behavior expectation for their students. It is the responsibility of the teachers and administrators to see that rules are carried out in a fair and reasonable manner. Every teacher, administrator and other designated employee will hold students accountable for their conduct on the way to and from school, in the classroom and other school buildings, on school grounds, and on the school bus. Rules of conduct also pertain to students who pick up siblings on campuses other than their own. Students must follow school rules, 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.

### Search and Seizure (BP 5145.12)

In promoting a safe learning environment, school officials will take appropriate action to eliminate, to the greatest extent possible, the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school-related activities. As necessary to protect the health and welfare of all students and staff, school officials may search students, their property, and/or District property under their control and may seize illegal, unsafe, or otherwise prohibited items.

School officials may conduct a search when there is a reasonable suspicion that the search will uncover evidence that a student is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, or backpacks.

A student's personal electronic signaling device (e.g., cellular or digital telephone) may not be searched, including but not limited to, the accessing and reading of text messages and digital photos, unless the school official:

1. Has obtained the specific, written consent of the student or parent.
2. Believes there is an emergency involving danger of death or serious physical injury to any person.
3. Is attempting to identify or contact the owner or authorized possessor of the device that, in good faith, is believed to be lost, stolen, or abandoned.
4. Is a sworn peace officer who has orders to search the device pursuant to a search warrant.

### Canine Detection Services EC 48902 (B)

In an effort to keep schools free of drugs, weapons, and explosive devices, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or District policy.

The dogs may sniff the air around lockers, desks, bags, items or vehicles on District property, vehicles in transit to or from District property or events, or at District-sponsored events. The above inspections shall be unannounced and may be made at the discretion of the Superintendent or designee.

Grounds for Suspension and Expulsion (EC §§ 48900 et seq., 48980(a); BP 5144.1)

The Buena Park School District believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff will use preventative measures and positive conflict resolution techniques whenever possible through a restorative justice system of student and family support. In addition, discipline will be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health. At all times, the safety of students and staff and the maintenance of an orderly school environment must be priorities in determining appropriate discipline. When misconduct occurs, staff will attempt to identify the causes of the student's behavior and implement appropriate discipline in a fair and consistent manner, in accordance with the District's nondiscrimination policies, school discipline policies and restorative justice practices. Persistently disruptive students may be assigned to alternatives programs or removed from school in accordance with law, Board policy, and administrative regulation. Suspension from school means removal of a student from ongoing instruction for adjustment purposes. Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel.

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. A student will not be suspended or expelled for any acts listed below unless that act is related to school activity or school 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.

The following are grounds for which a student in kindergarten through grade 8 may be suspended or expelled:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon another person, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco, or products containing tobacco or nicotine products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. 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.
14. Committed or attempted to commit a sexual assault or committed a sexual battery.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially



recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student.

18. Engaged in an act of bullying. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to the student or their property; cause the student to experience a substantially detrimental effect on their physical or mental health; or cause the student to experience substantial interferences with their academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
19. Aided or abetted the infliction or attempted infliction of physical injury on another person.
20. Made terrorist threats against school officials and/or school property. A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

Additional grounds for suspension and expulsion for students in grades 4 through 8 include:

1. Committed sexual harassment. Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.
2. Caused, attempted to cause, threatened to cause, or participated in act of hate violence. Hate violence includes injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identify, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; of the victim's association with a person or group with one or more of those actual or perceived characteristics.
3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.

#### Removal from Class by a Teacher (EC §§ 48900(k), 48910, BP5144.1)

After the other means of correction have failed to bring about proper conduct, a teacher may suspend a student from their class for the remainder of the day and the following day for an act listed in "Grounds for Suspension and Expulsion" above. Additionally, a teacher may suspend a student from class for disrupting school activities or otherwise willfully defying the valid authority of the teacher or other school personnel engaged in the performance of their duties. A teacher may also refer a student to the principal or designees for consideration of suspension from school. As soon as possible, the teacher will ask the student's parent to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator will attend if either the parent or teacher so requests. A student removed from class may not be returned to class during the period of removal without approval of the teacher of the class and the principal. During this period of suspension, the student may not be placed in another regular class; however, if the student is assigned

to more than one class per day, they may be placed in any other regular classes except those held at the same time as the class from which the student was removed. The teacher may require the student to complete any assignments and tests missed during the removal.

#### Suspension from School (EC § 48911; BP 5144.1)

A student may not be suspended from school for more than five consecutive school days unless the suspension is extended pending expulsion proceedings. A suspension by the principal or designee must be preceded by an informal conference where the student is informed of the reason for the disciplinary action, including the other means of correction that were attempted, and the evidence against the student, and will be given the opportunity to present their version and evidence in their defense. The student may present their case in a sworn declaration statement and when writing cannot be accommodated, other means of gathering a student statement will be provided. This conference may be omitted if the principal or designee determines that an emergency exists involving a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent and student will be notified of the student's right to return to school for the purpose of a conference. The conference must be held within two school days unless the student waives their right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school. At the time of suspension, a school employee will make a reasonable effort to contact the parent by telephone or in person. The parent will also be notified in writing of the suspension. The notice will state the specific offense committed by the student and may include the date and time when the student may return to school. School officials may request a meeting with the parent to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. A parent of a student suspended must respond without delay to the request for a meeting; however, the student may not be denied readmission solely because the parent failed to attend the meeting. If a student is also being recommended for expulsion, the Superintendent or designee may extend the period of suspension beyond five consecutive days if the Superintendent or designee determines, the following a meeting in which the student's parents were invited to participate, that the student's presence at the school or at an alternative school would endanger person or property or threaten to disrupt the instruction process.

#### Assignments and Tests during Suspension (EC §§ 48913, 48913.5; BP 6154)

The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension. However, a teacher must provide a student that has been suspended from school for two or more days the homework that the student would otherwise have been assigned if the student or the student's parent or other person holding educational rights makes a request to the teacher. Whenever a homework assignment that is requested and turned into the teacher either upon the student's return to school from suspension or by the deadline prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment cannot be included in the calculation of the student's overall grade in class.

#### Expulsion Recommendations and Decisions (EC §§48915, 48918; BP 5144.1)

A student who is found to have committed any of the following acts shall immediately be suspended from school and recommended for expulsion:

1. Possessed, sold, or otherwise furnished a firearm.
2. Brandished a knife at another person.
3. Unlawfully sold a controlled substance.
4. Committed or attempted to commit a sexual assault or committed a sexual battery.
5. Possession of explosive.

For all other acts, a decision to recommend a student for expulsion must be based upon a finding of either or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the student caused a continuing danger to the physical

safety of the student or others.

#### Involvement of Law Enforcement (EC § 48902)

The principal or designee must notify the appropriate law enforcement authorities, within specified timelines, of any acts committed by students occurring on school grounds that involved:

1. Assault with a deadly weapon or instrument
2. Sexual battery or sexual assault
3. Controlled substances alcoholic beverages, or intoxicants
4. Firearms or explosives
5. Any dirk, dagger, ice pick, knife having a blade longer than 2 ½ inches, folding knife with a blade that locks into place, razor with unguarded blade, taser, or stung gun (as defined in PC 244.5(a)), any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, CO2 pressure, or spring action, or any spot marker gun.

Whenever the principal or designee reports a criminal act committed by a student with exceptional needs, the principal or designee will ensure that copies of the student's special education and disciplinary records are provided to law enforcement authorities for consideration.

#### **Important Notice**

Students who are expelled by the Governing Board are prohibited from attending ANY school or school activity in the Buena Park School District for a period of up to one full school year. Records of expulsion become a part of a pupils' mandatory interim records.

#### Wearing Apparel on School Premises (EC §§ 35183, 35183.5, 51101, BP 5132)

The District Governing Board has approved a dress code policy adopted by your child's school. A copy of the dress code is available in the school office. The purpose of student dress and grooming regulations is to encourage students to dress appropriately and to come to school properly prepared for participation in the educational process. The Buena Park School District believes that when students are neatly attired and when they take pride in their appearance, it results in good behavior and academics. Appropriate dress not only promotes positive attitudes and behavior among students, it ensures a safe and orderly school environment for all students by helping keep the school free from threats or harmful influences of any group or gang.

The Buena Park School District will not allow apparel that:

- creates a safety hazard for students, or
- constitutes a serious or unnecessary distraction to the learning process, or
- conflicts with the District's philosophy and goals on the prevention of substance abuse and gang activity.

The Principal of each school will establish guidelines and regulations consistent with this policy through cooperative planning with the staff, students, and parents. **Parents have the primary responsibility to see that their children are properly attired for school.** The following guidelines must be adhered to:

1. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code § 35183.5)
2. Pupils may wear traditional tribal regalia or recognized objects of religious significance as an adornment at school graduation ceremonies (Education Code § 35183.1)
3. Clothing, jewelry, or accessories which pose a threat to the physical well-being and safety of the student and others or are disruptive to the educational process may not be worn.
4. Clothing (including jackets, jewelry, and shoes) with writing, logos, or insignias considered as being gang related may not be worn. This includes but is not limited to oversized clothing, hanging belts, suspenders, off-the-shoulders, gang or tagging-related initials on belt buckles, etc.

5. Attire which is sexually suggestive or extremely brief (such as low-cut garments, strapless or off-the-shoulder tops, tank tops or muscles shirts, undershirts, fishnet tops, short shorts or skirts exposing posteriors or that do not cover undergarments) is not allowed.
6. Attire that advocates or advertises any type of alcohol, drugs, or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
7. Shoes must be worn at all times. "Flip-flop" sandals, socks, or sock-like footwear and slippers are not safe or appropriate for school and are not allowed.

These guidelines shall be in effect at all school-related activities except where modified by the site administrator for specific extra-curricular activities or for specific cases.

In case of questionable dress and/or grooming not covered by these and the school guidelines, the site administrator or his/her designee will determine the appropriateness and make the final decision.

Repeated violations of the District and school dress policies will result in disciplinary action which may include but not be limited to a verbal warning, parent notification of incident, parent conference, and suspension of the student.

Legal References (The Right to SafeSchools) Revised: 03/28/11  
 California Constitution, Article I, Section 28©; California Administrative Code, Title 5, Section 302; Education Codes 35010, 35160, 35183, 35183.5, 35291 and 51101; Education Code 48900(k)

Attendance of Suspended Child's Parent/Guardian (EC § 48900.1, LC § 230.7)

The District Governing Board has adopted a policy authorizing teachers to require the parent/guardian of a pupil who has been suspended by a teacher, to attend a portion of school day in the child's classroom. No employer may dismiss or in any manner discriminate against an employee for taking time off from work to comply with this requirement.

Notice of Alternative Schools (EC § 58501)

The law requires the District to provide parent/guardians with a notice of alternative schools. Please refer to Attachment 3 for a copy of the notice specified in Education Code section 58501.

Civility Policy and Disruption of Activities (CC 1708.9; EC 44811; PC 626.8 (BP 1313))

The Governing Board recognizes the impact that civility has on the effective operation of the district as the ultimate goal is to create a safe and positive school climate for students, staff, and parents. Each person should be treated with dignity and response in their interactions with the board community. The District shall model civil behavior as an example of behavior that is expected throughout the District. Student staff, parents/guardians, and community members shall not communicate or behave in a manner that causes disruption or hinders orderly conduct of district operations, the educational program, or any other district program or activity; or creates an unsafe learning or working environment. Behavior by students or staff that is discriminatory, harassing, or intimidating is prohibited and is subject to discipline in accordance with the law and as specified in district policy and regulations.

Any person who comes into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities, is guilty of a misdemeanor if they do any of the following: Remains after being asked to leave by the chief administrative official or designee/representative:

- Reenters or comes upon that place within seven days of being asked to leave by a person specified above
- Has otherwise established a continued pattern of unauthorized entry

- Willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of any pupil in preschool, kindergarten, or any of grades 1 to 8, inclusive, arriving at, or leaving school.

This shall not be utilized to impinge upon the lawful exercise of constitutionally protected rights of speech or assembly. (Amended by Stats. 2011, Ch 161)

Any parent, guardian, or another person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and shall be punished as follows:

1. Upon the first conviction, by a fine of not less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment.
2. Upon a second conviction, by imprisonment in a county jail not less than 10 days, and not more than one year.
3. Upon a third conviction, by imprisonment in a county jail not less than 90 days, and not more than one year.

#### Cell Phones and Electronic Signaling Devices (EC § 48901.5)

The Governing Board may regulate the possession or use of an electronic signaling device. No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil. Students are not to use cell phones or other electronic devices during the instructional day. Board Policy 5131 restricts the use of electronic signaling devices to before and/or after school hours only. Cell phones, pagers and other electronic devices shall remain off during school hours.

#### Student Use of Mobile Communication Devices (Board Policy 5131.8(a))

The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive of the instructional program in some circumstances. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.

Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during non-instructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

### Invasion of Privacy

Penal Code Sections 647 (j) (1-3) and 647.7 make it a misdemeanor to have a concealed camcorder, motion picture camera or photo camera of any type to secretly record individuals for the purpose of viewing their body parts or undergarments in a bathroom, changing area, or any other area where the person has a reasonable expectation of privacy.

### Bullying/Hazing (EC § 48900)

The Governing Board believes strongly that schools should be safe places for children and that the school district must make every effort to make schools physically and psychologically safe for all students. Just as the Board expects professional behavior of its staff, similar behavior is expected of the students. The Governing Board also believes that students should not be disruptive or create a climate of fear by bullying other students. No child should be threatened, teased, taunted, or tormented for any reason.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying shall include any act of sexual harassment, hate violence or harassment, threat, or intimidation as defined in EC 48900.2, 48900.3 or 48900.4, that has any of the effects described above on a reasonable student.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network internet website, by means of an electronic device, including but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network internet website shall include, but is not limited to, the posting or creation of a burn page for the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

“Cyber sexual bullying” is defined as the dissemination of, or the solicitation or incitement to disseminate; a photograph or other visual recording [which shall include the depiction of a nude, semi-nude or sexually explicit photograph or other visual recording or a minor where the minor is identifiable from the same or other electronic act]; by a pupil to another pupil or to school personnel; by means of an electronic act [as defined in this section]; that has or can be reasonably predicted to have; one or more of the effects [of bullying as defined in 48900].

In order to create a positive climate for education, all reports of bullying will be investigated and resolved promptly to avoid an atmosphere of harassment. Additionally, no student shall engage in hazing, participate in hazing, or commit any act that causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student.

### Harassment (BP5145.7, EC §§ 231.5, 48980; 5 CCR § 4917)

Purpose: The Buena Park School District is committed to an educational environment in which all students are treated with respect and dignity. Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices. The Governing Board prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. Additional information can be found at [www.bpsd.us](http://www.bpsd.us) (EC § 243.6)

Sexual harassment is a violation of Title IX of the Education Act Amendments of 1972, Title VII of the Civil Rights Act of 1964, and California Education Code Sections 210 through 214, inclusive, and Section 230.

Therefore, the District strongly condemns, opposes, and prohibits sexual harassment of students whether

verbal, physical, or environmental, by anyone in or from the District, or any third party, on school property, during school hours, or during any District-sponsored activity. The District will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

Any employee who engages in sexual harassment of a student may be disciplined, up to and including termination. Any student who engages in sexual harassment of anyone in or from the District may be subject to discipline, up to and including expulsion.

The "informal resolution process" will be used in mediating problems in grades K, 1, 2, and 3. The "formal resolution process" will be used in grade levels 4 through 8.

#### Definition

As used in this policy and regulation "sexual harassment," hereinafter referred to as "conduct," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature, made by anyone in or from the District. Examples of Sexual Harassment:

- a. Unwanted sexual advances.
- b. Offering educational benefits in exchange for sexual favors.
- c. Making or threatening reprisals after negative response to sexual advances.
- d. Visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters.
- e. Verbal conduct, such as making or using derogatory comments, epithets, slurs, and jokes of sexual nature.
- f. Verbal sexual advances or propositions.
- g. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- h. Unwanted physical contact, such as touching, assault, impeding or blocking movements.
- i. Retaliating against an individual after the individual makes a sexual harassment complaint.

#### Reporting Sexual Harassment

- a. Students shall state their objections to the person whom they deem is making inappropriate verbal, physical, or environmental harassment.
- b. Students shall immediately report suspected "sexual harassment" to the Principal or Assistant Principal at their school site.
- c. Students who knowingly make a false allegation are subject to discipline, up to and including suspension or expulsion.

The Superintendent shall ensure that all district students receive age-appropriate instruction and information on 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 gender.

A clear message that students do not have to endure sexual harassment.

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

Information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the Principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report

this observation to the Principal or designee, whether or not the victim files a complaint.

Disciplinary Measures (EC § 48900.2)

Any pupil who engages in sexual harassment of anyone 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 8, 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.

Record-Keeping

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

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. (5 CCR 4964)



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## School Safety

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### School Safety Plan (EC §32280; BP 0450)

The school site council of each school in the Buena Park School District has developed, in consultation with local law enforcement, a comprehensive school safety plan, which takes into account the school's staffing, available resources, and building design, as well as other factors unique to the site. The plan includes an assessment of the current status of any crime committed on campus and at school-related functions. It also, at minimum, identifies appropriate strategies and programs that will provide or maintain a high level of school safety and addresses the procedures for complying with existing laws relate to school safety, including but not limited to, all of the following:

1. Child abuse reporting procedures
2. Routine and emergency disaster procedures, including adaptations for students with disabilities, an earthquake emergency procedure system, and a procedure to allow public agencies (e.g., American Red Cross) to use school buildings, grounds, and equipment for mass care and welfare during disasters or other emergencies affecting the public health and welfare
3. Policies for students who commit acts which would lead to suspension or expulsion recommendations
4. Procedures to notify teachers of dangerous students
5. Policies prohibiting discrimination, harassment, intimidation, and bullying
6. Provision of a school wide dress code, which defines and prohibits "gang-related apparel"
7. Procedures for safe ingress and egress of students, parents, and employees to and from school
8. Policies enacted to maintain a safe and orderly environment conducive to learning
9. Rules and procedures on school discipline
10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

The school safety plans are reviewed and updated annually and forwarded to the Governing Board for review and approval at a regularly scheduled meeting. Each school's most current safety plan, except for the section on tactical responses to criminal incidents, is readily available for inspection by the public upon request at the school office. A description of key elements and the status of the school safety plan is also included in the School Accountability Report Card.

### Campus Surveillance Systems (EC §§ 32280, 49061; BP 3515)

In its commitment to providing a school environment that promotes the safety of students, employees, and visitors to school grounds, the Governing Board believes that reasonable use of Public Safety Cameras will help the District achieve its goals for campus security. Schools where cameras are installed have signs posted at conspicuous locations and inform students, staff, and visitors that the system may not be actively monitored by school personnel. The cameras are not placed in areas where students, staff, or community members have a reasonable expectation of privacy (such as bathrooms, locker rooms, or private offices). Rather, cameras are placed in common areas such as hallways, stairwells playgrounds, parking lots, and entry ways. Any audio capability on the District's surveillance equipment are disable so that sounds are not recorded. To the extent that any images from the District's surveillance system create a student or personnel record, the Superintendent or designee will ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements. Recordings may be used in disciplinary proceedings, and matters captured by cameras may be referred to local law enforcement as appropriate.

### Secure Campus Policy

The Buena Park School District maintains a closed campus for the safety of students and staff and to avoid potential disruptions. Students must stay on the school grounds from the time they arrive until dismissal, unless they are signed out through the office by a parent or another adult listed on the emergency card. All visitors must report to the main office to register by signing in and receiving a visitor's pass. Visitors are not to interrupt instructional time by speaking with the classroom teacher or any student during the visit. The Governing Board strongly recommends that visits should be scheduled in advance.

### Arrival and Dismissal Procedures

For the safety of students, parents must follow school arrival and dismissal procedures. Students should not be dropped off too early or picked up too late. This enables supervisory staff to receive children in the morning and prevent over-exposure to severe weather conditions as well as supervise the safe departure of every student at the end of the day. Many parents drop off or pick up their children along the curb in the fire lane zone, often double-parking in the loading/unloading or the red zone. This creates blind spots for other vehicles and for students trying to get to the curb. Please be advised that parking in the fire or bus lane may result in being ticketed by law enforcement. Students dismissed during school hours must be signed out in the office and will only be released to parent(s) or to persons indicated on the student's emergency card. Parents must ensure that the information on the emergency card is accurate and current so that their students are released to the appropriate individuals.

### Walking or Riding a Bike to School (EC § 21212; BP 5142.3)

Parents of students who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All students are expected to display good behavior on the way to and from school. Only students in grades 3 through 8, and/or those who have reached 8 years of age, may ride a bicycle to school. California law required persons under 18 years of age to wear properly fitted and fastened bicycle helmets that meet specified standards when riding bicycles. When a student violates this law, their parent would also be held liable for the amount of the fine imposed. Bicycles are to be locked and parked in the racks only. Bikes are not allowed in any other area of the campus and must be walked at all times. Schools assume no liability for bicycles that are lost, stolen or damaged. All riders must have a permit signed by a parent on file in the school office.

### School Visiting Procedures (PC 627.3, BP 1250)

The District's highest priority is keeping all students and faculty safe, and part of that is quickly identifying those that may present a danger to all persons and knowing who is in District buildings at all times. All visitors who wish to gain access to a school, including parents, contractors, and volunteers, must report to the main office to register and receive a visitor's badge. The District has implemented the Raptor Visitor Management System in all its schools to facilitate the school visiting procedures. Anyone on school grounds without permission is in violation of the law and may be reported to law enforcement.

### Child Abuse and Neglect Reporting (PC 11164 et seq.; BP 5141.4)

The Buena Park School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report all known or suspected incidents of child abuse and neglect whenever there is a reasonable suspicion abuse or neglect has occurred. Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on their training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical indication of child abuse or neglect. District employees may not investigate to confirm a suspicion.

Child abuse or neglect includes the following:

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation (as defined in PC 1165.1)
3. Neglect of a child (as defined in PC 11165.2)
4. Willful harming or injuring of a child or the endangering of the person or health of a child (as defined in C 11665.3)
5. Unlawful corporal punishment of injury (as defined in PC 11165.4)

Child abuse does not include:

1. A mutual fight between minors
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of their employment
3. An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
  - To stop a disturbance threatening physical injury to people or damage to property
  - For purposes of self-defense
  - To obtain weapons or other dangerous objects within control of a student
  - To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of students, and maintain proper and appropriate conditions conducive to learning
4. Physical pain or discomfort caused by athletics competition or other such recreational activity voluntarily engaged in by a student
5. Homelessness or classification as an unaccompanied minor

Employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal. Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies. Parents also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. All complaints must be filed through a formal report, over the telephone, in person, or in writing with the Department of Children and Family Services (DCFS).

Department of Children and Family Services (DCFS) Office  
800 N. Eckhoff Street  
Orange, CA 92868

<https://www.ssa.ocgove.com/about/services/childnfam/learn>

Hours of Operation 8:00 am – 5:00 pm, Monday – Friday

Report of suspected child abuse or neglect must include, if known:

1. The name, business address, and telephone number of the person making the report and, if applicable, the capacity that makes the person a mandated reporter
2. The child's name and address, present location, and, where applicable, school, grade, and class
3. The names, addresses, and telephone numbers of the child's parents
4. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
5. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information. Whenever a representative of a government agency investigating suspected child abuse or neglect, or DCFS deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child will be given the choice of being interviewed in private or in the presence of

any school employee or volunteer aide selected by the child. If a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the principal will not notify the parent, but rather will provide the peace officer with the address and telephone number of the child's parent. It is the responsibility of the peace officer or agent to notify the parent of the situation.

For additional resources, visit the California Department of Education webpage at <https://www.cde.ca.gov/ls/ss/ap/>.

#### Sex Offender Notification/Megan's Law (PC 290 et seq.; BP 3515.5)

When law enforcement has determined that parents should be notified regarding the presence of a sex offender in the community, the Superintendent or District liaison will collaborate with law enforcement in order to determine an appropriate response. Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

#### Hate Crimes (Penal Code §§ 422.55, 422.56)

Hate crimes are defined as an act committed against a victim because of actual or perceived characteristics such as a disability, gender, nationality, race or ethnicity, religion or sexual orientation and are considered a criminal act.

#### Hate Violence (EC § 48900.3)

In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 to 8, 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 233.

#### Gun-Free School Zone Act (PC 626.9, 30310; BP 5131.7)

California prohibits any person from possessing a firearm that include: pistols, shotguns, rifles, "zip guns", tasers, and any other device capable of propelling a projective by the force of an explosion or combustion on, or within 1,000 feet from, the grounds of a public or private school. Weapons and dangerous objects include: ammunitions, knives, razor blades, box cutters, any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade. Additionally, any explosive devices such as pipe bombs, time bombs, cap guns, containers of inflammable fluids and other hazardous devices. This does not apply to:

1. Law enforcement officers, any active or honorably retired peace officers, members of the military forces of California of the United States, or armored vehicle guards engaged in the performance of, or acting the scope of, their duties.
2. Activities of a program involving shooting sports or activities, including, but not limited to, trap shooting, skeet shooting, sporting class, and pistol shooting, that are sanctioned by a school, school district, college, university, or other governing body of the institution, that occur on the grounds of a public or private school or university or college campus.
3. Activities of a state-certified hunter education program pursuant to Section 3051 of the Fish and Game Code if all firearms are unloaded and participants do not possess live ammunition in a school building. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

#### Safe Storage of Firearms (EC §§48980,48986,49392)

Please refer to Attachment #10 for information regarding child firearm access prevention laws and laws relating to the safe storage of firearms.

### Lock Down Procedures

Lock down procedures will be implemented when the threat of danger, violence or gunfire is identified and/or site administration is directed by law enforcement that is necessary to prevent perpetrator(s) from entering occupied areas. During a lock down, students are to remain in the classrooms or designated locations at all times. If inside, teachers or staff will lock the doors and close any shades or blinds if it appears safe to do so. Students and staff will implement duck-and-cover procedures when necessary. If standing outside, students will proceed to their classrooms if no danger is present. If not, teachers or staff will direct students into the closest classrooms of school buildings (e.g., library, cafeteria, or gymnasium). Teacher and students will remain in the classroom or secured area until further instructions are given by the principal or law enforcement. The front entrance will be locked and no visitors, other than appropriate law enforcement or emergency personnel with proper identification, will be allowed on campus during lock down. The lock down procedures will be implemented in full during a drill or an actual even.

### Tobacco-Free Campus BPC 22950.5; EC § 48901; HSC 104420, 104495, 104559; BP 3513.3)

The use of tobacco and nicotine products is prohibited on school or District grounds, buildings, and vehicles, and within 250 feet of a youth sports event. Additionally, the Governing Board has established that all school property be tobacco free (Board Policy 35153.3). Smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area is also prohibited. Tobacco product includes, but is not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, or an electronic device (e.g., electronic cigarette, cigar, pipe, or hookah) that delivers nicotine or other vaporized liquids. Any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. Any person who violates this provision of law is guilty of an infraction and will be punished by a fine of two hundred fifty dollars (\$250) for each violation.

The District has implemented science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs. Comprehensive, age-appropriate K-8 instruction shall address the legal, social, personal and health consequences of drug, tobacco, and alcohol use, promote a sense of individual responsibility, and inform students about effective techniques for resisting peer pressure to use alcohol and other drugs.

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use when such use is illegal.

Teachers shall be trained to answer students' questions related to alcohol, tobacco, and drugs and to help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

### Healthy Kids Survey

As a part of the Buena Park School District's on-going efforts to provide safe and drug-free, positive learning environments for students, the California Healthy Kids Survey is administered to students in grade 5 and up every two years. The California Healthy Kids Survey assesses health-risk behaviors and resilience/assets among our youth and helps us focus resources and develop programs for our students. Data for the most recent Healthy Kids Survey is available upon request from the Office of Student and Community Services at 714-736-4253.

### Graffiti

The Orange County community has become increasingly sensitive to the negative impact of public and private property being defaced with graffiti. The costs of graffiti cleanup in Orange County exceeds \$4

million annually. Cleanup efforts require the county, cities, and school districts to spend funds which could otherwise be better utilized for more worth-while programs to benefit all of us in Orange County. **Minors arrested for defacing property with graffiti will be prosecuted and held accountable to the maximum extent possible.**

#### Parent Involvement (BP 6020)

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

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

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

#### Visitors to Schools and Classrooms (BP 1250)

The Governing Board encourages parents, guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and Principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the Superintendent may design a visible means of identification for visitors while on school premises. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and Principal's permission. (Education Code 51512)



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## School Attendance

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### Compulsory Education and the Importance of Good Attendance EC §§ 48200, 48293, 48400 et seq.

California law requires full-time attendance and punctuality of every student between 6 and 18 years of age. Schools are required to enforce the law and parents are responsible to compel the attendance of their children at school. Any parent who fails to meet this obligation may be guilty of an infraction and subject to prosecution. Regular attendance plays an important role in student achievement and is an important life skill that will help students graduate from college and keep a job. When students do not attend school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance. Preliminary data from a California study found that children who missed at least 10% or more of school days in kindergarten or first grade were far less likely to read proficiently at the end of third grade and more likely to be held back in later grades. By sixth grade, absenteeism is one of the three signs that a student may drop out of high school. By ninth grade, regular attendance is a better predictor of graduation rates than eighth grade test scores. Absences can be minimized by scheduling medical, dental, and other appointments after school or when school is not in session. Vacations should be planned around holidays. Parents must make school attendance a priority.

### Meeting Residency Requirements for School Attendance (EC §§ 48200 et seq., 48980(g); BP 5111.1)

A student complies with the residency requirements for school attendance in the Buena Park School District if the student meets any of the following criteria:

1. The student's parent resides within the District's boundaries.
2. The student is placed within the District's boundaries in a regularly established licensed children's institution, licensed foster home, or a family home pursuant to a court-ordered commitment or placement.
3. The student lives with a caregiving adult within the District's boundaries and the caregiving adult submits an affidavit to that effect.
4. The student is confined to a hospital or other residential health facility within the District's boundaries for treatment of a temporary disability.
5. The student's parent resided outside of the District's boundaries but is employed within the District's boundaries and lives with the student at the place of employment for a minimum of three days during the school week.
6. The student's parent resided outside of the District's boundaries but is physically employed within the boundaries of the District for a minimum of 10 hours during the school week.
7. The student's parent was a resident of California who departed the state against their will due to a transfer by a government agency that had custody of the parent, a lawful order from a court or government agency authorizing their removal, or removal or departure pursuant to the federal Immigration and Nationality Act, and the student was enrolled in a California public school immediately before moving out of the state as a result of their parent's departure.
8. The student is a homeless or foster child who remains in their school of origin.
9. The student is a migratory child or a child of a military family who continues to attend their school of origin.

A student also complies with residency requirements if their parent, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within California. The school must accept enrollment applications by electronic means, and the parent must provide proof of residence within 10 days after the published arrival date provided on official documentation.

Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law. (Amended by Stats. 1987, Ch. 1452, Sec. 411.)

Proof of Residency 5 CCR 432; EC §§ 234.7, 48204.1; BP 5111.1

Reasonable evidence that the student meets residency requirements for school attendance must be provided by the parent upon request by a District employee. Verification of residency is required at the time of school enrollment and annually, thereafter, to comply with California laws related to the maintenance of specified information in a student's mandatory permanent records. Evidence of residency may be established by presenting one of the following documents in their original form (no copies):

1. A current utility bill (e.g., gas, electric, or water) showing the parent's name and home address
2. Final escrow papers
3. Property tax payment receipt
4. Voter registration
5. Current pay stub with employer's name and address and parent's name and address

The District will not solicit or collect information or documents regarding the citizenship or immigration status of students or their family members for the purpose of determining residency within the District.

The District will investigate any cases where there may be a reason to believe that student does not comply with residency requirements for school attendance, that the parent has provided false information with respect to residency, or that the information provided at the time of enrollment is no longer current or accurate. The investigation may be conducted by a trained District employee or a private investigator employed by the District, and may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency. The investigation will not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view.

A parent seeking residency status on the basis of their employment within District boundaries must submit proof of employment, which may include, but not be limited to, a paycheck stub or letter from their employer listing a physical address within District boundaries. The evidence must also indicate the number of hours or days per school week that the parent is employed in that location.

Unless otherwise provided for in this code, a pupil shall not be enrolled for less than the minimum school day established by law. (Amended by Stats. 1987, Ch. 1452, Sec. 411.)

Excused Absences (EC §§ 46014, 48205, 48980(i) and (j); BP 5113)

Each person between the ages of 6 and 18 is subject to compulsory full-time education, unless exempted by law. In order for an absence to be excused, the reason(s) for such absence must meet the criteria specified under EC 48205 (see full text below). It is the responsibility of the parent to notify the school office of any absences or tardies in written or verbal form within 72 hours. Written notes should include the student's name, date(s) of absence, reason for absence, and parent's signature and daytime contact number. A doctor's note may be requested by the principal or designee when a student has had more than 10 absences in the school year due to illness. Absences not cleared within 72 hours will remain unverified.

EC 48205. (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of the pupil's 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 services 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, including absences to care for a sick child for which the school shall not require a note from a doctor.
- (7) For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered 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.
- (9) For the purpose of spending time with a member(s) of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 29701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone, or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
  - a) 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 therefor. 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.
  - b) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
  - c) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
  - d) "Immediate family," as used in this section, means the parent or guardian, brother or sister,

Additionally, a student, with written parental/guardian consent, may be excused from school to participate in religious exercises or to receive moral and religious instruction at their place of worship or other suitable place away from school property designated by the religious group, church, or denomination. The student must attend school at least the minimum school day and cannot be excused from school for such a purpose on more than four days per month.

#### Confidential Medical Services (EC § 46010.1; BP 5113)

Students in grades 7-12 may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent. When excusing students for confidential medical services or verifying such appointments, staff will not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment. In accordance with a November 2004 opinion issued by the California Attorney General, staff may not notify a parent when a student leaves school to obtain confidential medical services.

#### Pregnant and Parenting Pupils (EC §§ 222.5, 46015, 48025, 48980)

A pregnant pupil is entitled to eight weeks of parental leave from school, as specified, but is not required to take all or part of the leave. Absences taken for parental leave shall be excused absences until the pupil is able to return to school. A pupil will not be penalized academically for leave taken and is entitled to opportunities to make up work missed during his/her leave, including makeup work plans and reenrollment in courses.

#### Attendance after Absence

A principal, teacher, or staff member may require satisfactory explanation from a parent/guardian of a pupil, 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.

#### Grade Reduction/Loss of Academic Credit (EC §§ 48205, 48980)

Your child may not have his/her grade reduced or lose academic credit for any absence or absences excused under Education Code section 48205, when missed assignments and tests that can be reasonably be provided are satisfactorily completed within a reasonable period of time. Please refer to Attachment 2 for the full text of section 48205.

#### Parent or Guardian of Chronic Truant (EC § 48263.6, Penal Code § 270.1)

A parent/guardian of a chronic truant as defined in EC §48263.6 (absent from school without a valid excuse for more than 10% of the school days in one school year from the time of enrollment to the current date) may be found guilty, as specified, of a misdemeanor punishable by a \$2000 fine or one year in county jail, or both, if they fail to reasonably supervise and encourage school attendance.

#### Truancy EC §§ 48260-48273; BP 5113.1

A student is considered truant after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the District has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205, 46010.1 and 46015, as described previously. Parents of students who are identified as truant will receive truancy notifications that may result in a referral to the School Attendance Review Team and the School Attendance Review Board if attendance does not improve. Additionally, the school attendance supervisor, administrator or designee, a peace officer, truancy officer or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from their home and who is absent from school without a valid excuse within the county, city or school district.

#### Chronic Absenteeism (EC § 60901; BP 5113.1)

A student is considered a chronic absentee when they are absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement. As part of the new State accountability system, a school's performance ranking will be penalized for high rates of chronic absenteeism.

#### 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 District's Instructional Calendar.

#### Request by Parent or Guardian to Establish Program (EC § 58402)

The parent or guardian of any pupil may request the Governing Board of a school district to establish an alternative school program or programs in the District pursuant to this chapter.

#### Home and Hospital Instruction

##### Instruction for Pupils with Temporary Disabilities (EC §§ 4826.3, 48207.3, 48207.5, 48980)

If your child should suffer a temporary disability which makes attendance in the regular day classes or an alternative education program in which the child is enrolled impossible or inadvisable, your child shall receive individual instruction provided by the district in which he/she is deemed to reside. Individual

instruction includes instruction provided in your home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by state law. If your child is well enough to return to the school during the school year in which the individual instruction began, he/she must be allowed to return to the school that he/she attended prior to receiving individual instruction. Individual instruction in your home must commence no later than five working days after the district determines your child shall receive instruction.

#### Statutory Attendance Options (EC §§ 35160.5, 46600, 48204, 48980)

The District is required to advise each parent/guardian of all existing statutory attendance options and local attendance options available in the District. These are options for attending schools other than the school designated for the local attendance area in which the parent/guardian resides. The options include Intradistrict transfer, Interdistrict transfer, transfer based on parental employment, “district of choice” if established by Governing Board resolution, and district of enrollment pursuant to the Open Enrollment Act, as specified. You may access intradistrict transfer permit information and policy on the District’s website at [www.bpsd.us](http://www.bpsd.us). Please refer to Attachment 3 for a complete summary of these attendance options.

The Governing Board of the Buena Park School District retains the authority to maintain appropriate racial and ethnic balances among District schools.

Students who exercise their option to transfer to an alternate school must provide their own transportation. It is the intent of the Governing Board that the District will annually review the enrollment options available to the pupils within the District and notify parents of their attendance options

#### Intradistrict Open Enrollment (EC §§ 35160.5, 46600; BP 5116.1)

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 parent of any student who resides within the attendance boundaries of the Buena Park School District may apply to enroll their student in any District school, regardless of the location of their residence within the District. No student currently residing within a school’s attendance area will be displaced by another student transferring from outside the attendance area. Transportation to any other school is the responsibility of the parent. Each pupil’s intradistrict transfer that is approved by the district will be for that grade level span (TK-5<sup>th</sup> grade) and (6-8<sup>th</sup> grade) without the requirement to reapply. Transfers may be revoked due to behavior and/or attendance.

Applications to request for an intradistrict transfer for the following school year are available online in January and may be submitted the first week in January. If there are more requests for a particular school than there are spaces available, a random lottery will be held from the applicant pool. If a family moves into the District after the Open Enrollment period, they may submit an intradistrict transfer request upon registration. For students who have been determined to have been a victim of bullying, the District will approve an intradistrict transfer unless the requested school is at maximum capacity, in which case, the District will accept an intradistrict transfer request for a different school within the District.

Admission to a particular school will not be influenced by a student’s academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. Any complaints regarding the selection process should be submitted in writing to the Director of Student and Community Services. To obtain more information and/or to submit an application during the Open Enrollment period, visit the District’s webpage at [www.bpsd.us](http://www.bpsd.us)

The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students 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 students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student'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 students.
- 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 student that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent/guardian does have an automatic right to appeal the decision within 10 days.
- A school district of residence shall approve an intradistrict transfer request for a victim of an act of bullying. (EC § 46600)

#### Enrollment Priorities

Priority for registration at any school in the District is given to:

1. Students who reside within the attendance boundaries of that school;
2. Students currently on intradistrict transfers enrolled in that school;
3. Siblings of any students currently on intradistrict transfers in that school;
4. All other Buena Park School District students who wish to attend that school but do not live within that school's attendance area;
5. Students who reside outside of the Buena Park School District and who have obtained an interdistrict transfer release from their district of residence.

#### Involuntary Transfers (EC § 48929)

Notwithstanding any other law, the governing board of a school district may transfer to another school in that school district a pupil enrolled in that school district who has been convicted of a violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code, or convicted of a misdemeanor listed in Section 29805 of the Penal Code if the pupil to be transferred and the victim of the crime for which the pupil was convicted are enrolled at the same school, subject to satisfaction of both of the following conditions:

(a) The governing board of the school district has adopted a policy at a regularly scheduled meeting that contains all of the following provisions:

- (1) A requirement that the pupil and pupil's parent or guardian be notified of the right to request a meeting with the school principal or designee of the school or school district.
- (2) A requirement that the school first attempt to resolve the conflict before transferring a pupil, including, but not limited to, using restorative justice, counseling, or other services.
- (3) Whether the decision to transfer a pupil is subject to periodic review and the procedure for conducting the review.
- (4) The process to be used by the governing board of the school district to consider and approve or disapprove of the recommendation of the school principal or other school or school district designee to transfer the pupil.

(b) The governing board of the school district has provided notice of the policy to parents or guardians as part of the annual notification required pursuant to Section 48980. (Added by Stats. 2016, Ch. 154, Sec. 1. (SB 1343) Effective January 1, 2017.

Interdistrict Permit (EC §§ 46600 et. seq., 48980(g); BP 5117)

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Governing Board desire to communicate with parents, guardians and students regarding the educational programs and services that are available.

Students who reside in the Buena Park School District may be released for attendance in another school district and pupils may be accepted from another district, under the terms of approved Interdistrict Agreements.

Out of district permits may be obtained from the District office and shall not extend beyond the current school year. Parents seeking this permit are required to meet with all the appropriate school administrators for the purpose of recommending approval or denial of such a request. Approval or denial is made by the Student and Community Services Officer and may be appealed to the district Appeals Committee and Governing Board. Students residing within the Buena Park School District boundaries must have Interdistrict transfers approved annually.

Beginning on the second week of February each year, a parent may seek release from the Buena Park School District for their child to attend a school in any other school district through an Interdistrict permit for the subsequent school year. The District may consider granting a permit under the following circumstances:

1. To meet the child care needs of the student that cannot be met within the boundaries of the District
2. A family changes residence during the school year and submits a request to continue their child's education in the former district of residence
3. To meet a child's special mental or physical health needs, as certified by a physician, school psychologist or other appropriate school personnel.
4. When the student has siblings attending school in the district of proposed enrollment, to avoid splitting the family's attendance.
5. To complete a school year when parents have moved out of the District during that year
6. If the student is matriculating from seventh to eighth grade and wishes to be graduated with their present class
7. When the parent provides written evidence that the family will be moving to the receiving district in the immediate future and would like the student to start the year in that district
8. When recommended by the School Attendance Review Board or by county child welfare, probation, or social services agency staff in the documents cases of serious home or community problems which make it inadvisable for the student to attend any school in the District
9. When there is a valid interest in a particular educational program not offered in the District

The District will not prohibit the transfer of a student who is a child of an active military duty parent to a district of proposed enrollment if that district approves the application for transfer.

If the district of residence has only one school offering the grade level of the victim of an act of bullying and therefore has no options for an intradistrict offer, the victim of an act of bullying may apply for an interdistrict transfer and the district of residence will not prohibit the transfer if the district of proposed enrollment approves the application for transfer. A student who has been determined by personnel of either the district of residence or the district of proposed enrollment to have been the victim of an act of bullying will, at the request of the parent, be given priority for interdistrict attendance under any existing agreement, or in the absence of an agreement, be given additional consideration for the creation of an Interdistrict agreement. A student is determined to be a "victim of an act of bullying" only if all of the following apply:

1. The act of bullying meets the definition described in EC 48900(r)
2. The bullying was committed by a student in the District

3. A written complaint regarding the bullying was filed with the school, the District, or a local law enforcement agency
4. An investigation was conducted per District policy, that meets the requirements under EC 234.1

Upon request by the parent, a receiving district will provide transportation assistance to a student who is both eligible for free or reduced-price meals and either a victim of an act of bullying or a child of an active duty military parent. If the request for transfer is granted, the student will be allowed to continue to attend the school in which they are enrolled, unless reapplication standards are otherwise specified in the Interdistrict attendance agreement between the two districts. Transportation will not be provided for students attending school through an Interdistrict permit. An application to request for an Interdistrict transfer from the District to attend school in another district may be obtained from the Office of Student and Community Services.

The District will make its final decision within 30 calendar days from the date a request was received. A denial of the request by the District may be appealed to the Orange County Board of Education within 30 calendar days from the date of the denial.

#### Allen Bill (AR 5111.1)

The Buena Park School District considers a student whose parent is physically employed within its attendance boundaries for a minimum of 10 hours during the school week to have complied with residency requirements for school attendance. Once a student is deemed to have complied with residency requirements in this manner, the student may continue to attend school in the District through out the highest grade level offered without having to reapply each school year as long as the parent continues to be physically employed within the attendance boundaries for a minimum of 10 hours during the school week. The District will not deny admission for a student based on race, ethnicity, sex, family income, academic achievement, or any other arbitrary consideration; however, the District may prohibit the transfer of a student if the District determines that the additional cost of education the student would exceed the amount of additional state aide received as a result of the transfer, or if either the District or the district of residence determines that the transfer would negatively impact its court-ordered or voluntary desegregation plan.

To enroll under this option, please visit [www.bpsd.us](http://www.bpsd.us) or contact the office of Student and Community Services to obtain information on this type of documentation required to prove residency through parent employment.

#### Exclusion from School (EC § 48213; AR 5112.2)

The Superintendent or designee may exclude a student without prior notice to the parent if the student is excluded for any of the following reasons:

1. The student resides in an area subject to quarantine pursuant to HSC 120230
2. The student is exempt from a medical examination but suffers from a contagious or infectious disease pursuant to EC 49451
3. The Superintendent or designee determines that the presence of the student would constitute clear and present danger to the safety or health of other students or school personnel.

However, in such cases, the Superintendent or designee will send a notice as soon as reasonably possible after the exclusion. Upon exclusion of the student, a parent may meet with the Superintendent or designee to discuss the exclusion. If the parent disagrees with the decision of the Superintendent or designee, the parent may appeal the decision to the Governing Board.

#### Transportation

Transportation shall not be provided for students attending on an interdistrict agreement.

#### Migratory Children

Migratory students who change residences may continue at their School of Origin for the duration of their status and may be eligible for additional services and supports. (EC § 48204.7)

#### Juvenile Justice Students

Buena Park School District will work collaboratively with the county office of education and the Office of Probation to coordinate immediate school placement and enrollment. (EC § 48647)

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## Health Services

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### Immunizations (EC 48216, 49403; HSC 120325-120375; (BP 5141.31)

California law requires that students be immunized against certain diseases before they can be admitted to school. A student must obtain immunization against polio, diphtheria, tetanus, whooping cough (pertussis), German measles (rubella), red measles, mumps, Hepatitis B, and chickenpox. It is school Board Policy (5141.3) that all students under the age of 18 entering the schools of the Buena Park School District must present written certification from a county health care agency, a qualified physician, or from previous school records of having been completely immunized against these diseases. Students without immunization records will not be allowed to enroll in school. The District will cooperate with local health officials in meeting the needs to ensure it protects, prevents and controls any communicable diseases in school age children. The District may use any funds, property, or personnel and may permit any person licenses as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Effective July 1, 2011, full immunization against Hepatitis B shall not be a condition of admission or advancing a pupil to 7<sup>th</sup> grade; instead H&S §120335 now requires pupils to be immunized against pertussis to admission or advancement to 7<sup>th</sup> grade.

Effective January 1, 2016, SB277 states that “Parents or guardians of students in any school or child care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine.”

The District Governing Board may permit any person licensed as a physician and surgeon, any person licensed as a registered nurse, or other licensed healthcare practitioners acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil. You have the right to consent in writing to the administration of an immunizing agent to your child. (EC §§ 49403, 48980)

The California Administrative Code, Title 17, Sections 6000-6075, and the California Health and Safety Code, Section 3381 and Section 120335, require that all students entering a school district must have the immunizations listed in the chart on Attachment #7.

### Entrance Health Screening (HSC 124085, 124100, 124105; (AR 5141.32)

State law requires that the parents of each student provide the school within 90 days after entrance to first grade documentary proof that the student has received a health screening examination by a doctor within the prior 18 months. The parent may submit a waiver on a form developed by the California Department of Health Care Services indicating that they do not want or are unable to obtain a health screening. If the waiver indicates that the parent is unable to obtain the services, the reasons should be included in the waiver. Students may be excluded, beginning the 91<sup>st</sup> day after the student's entrance into the first grade, up to 5 days from school for failing to comply or not provide a waiver. Free health screening is available for eligible students through the Child Health and Disability Prevention Program

### Oral Health Assessment (EC § 49452.8)

Many things influence a child's progress and success in school, and one of the most important is their health. California law now requires that your child have an oral health assessment (dental check-up) by May 31 of their first year in public school, either in kindergarten or first grade. Assessments that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. California law requires schools to maintain the privacy of students' health information. Your child's identity will not be associated with any report produced as a result of this requirement. If you cannot take your child for this required assessment, please indicate this to your school health office.



For children with Medi-Cal/Denti-Cal insurance, parent can find a dentist who takes this insurance by calling 1(800) 322-6384 or by visiting the Denti-Cal website at <https://www.denti-cal.ca.gov/>. To find a low, or no-cost clinic in our local community, you can contact our nurses or visit [www.californiahealthplus.org](http://www.californiahealthplus.org) or [www.211.org](http://www.211.org) or call 2-1-1.

#### Health Services and Examinations (20 USC 1232h; EC 48980(a), 49451; BP 5141.3)

The major focus of school health services is the achievement of optimal health with prevention of illness and disability through early detection and correction of health problems. The Health Services Department and staff is committed to promoting and establishing the following conditions for all students:

- Access to an appropriate education in a safe and welcoming environment
- Active student participation in managing their chronic health conditions
- Participation in comprehensive health education programs, and demonstration of the ability to practice appropriate health enhancing behaviors and reduction of health risks
- Regular school attendance in optimum health and ready to participate in the learning process
- Utilization of appropriate community healthcare resources

School nurses are credentialed and assigned to multiple schools to provide students and staff with counseling and guidance concerning individual health needs. Nurses conduct annual screenings in hearing, vision, and dental needs, and general health screenings; as well as providing assessments and referrals to community resources. A parent may annually file with the principal a written statement withholding consent to the physical examination of their child. Any such student will be exempt, but will be subject to exclusion from attendance when contagious or infectious disease is reasonably suspected.

Health Clerks work in the school health office daily. Although they are not nurses, they are trained in first aid/CPR, and assist with medication, first aid/emergency care, and maintain student records.

#### District Guidelines for Determination of Student Illness

Here are the guidelines school staff uses to determine if a child should be sent home from school. These guidelines may help you make a decision about sending your child to school with a possible illness or following an illness:

1. If your child has had a **temperature of 100 degrees or more**, by mouth, (99 degrees under the arm) in the last 24 hours, he/she should not be sent to school.
2. If your child has **vomited** or had **diarrhea** in the last 24 hours, he/she should not be sent to school.
3. If your child has thick nasal drainage, he/she should not be in school until the drainage has cleared up or he/she comes to school with a note from the doctor indicating a non-infectious condition or treatment.
4. If your child has red eyes or any eye drainage, he/she should not be in school until the eyes are clear or there is a note from the doctor indicating a non-infectious condition or treatment.
5. If your child has a skin rash, he/she should not be in school unless there is a note from the doctor indicating a non-infectious condition or that treatment has been started.

Many children are still developing their personal hygiene habits. Please encourage them to use good hand washing. This is the most effective way to prevent the spread of disease. If you have any health questions, please feel free to call the school District Nurse at (714) 522-8412.

#### Mandated Screening Programs (EC § 49451-49452.5)

The District is required to test pupils at specific grade levels for sight or hearing problems and scoliosis. The screening will be done by qualified personnel. Children will be exempt only if the parent/guardian requests such exemption in writing to the school Principal, pursuant to Section 49451 of the Education Code.

Vision and hearing screenings are done each year between August and May. The following grade levels are screened: Grade 1: color vision - boys only.  
Grades K, 2, 5, 8: vision and hearing screening

Scoliosis screening (an examination of the spine) is conducted throughout the year for 7th grade girls and 8th grade boys with parental permission. All screenings are conducted by credentialed school nurses.

Parents of any child who fails the hearing tests will be provided with written notification of the test results. When the test results fall within the levels specified in 17 CCR 2951, or there is evidence of pathology, such as an ear infection of the outer ear, chronic drainage, or a chronic earache, the notification will include a recommendation that further medical and audiological evaluation be obtained. The dates and results of all screening tests and copies and threshold tests will be included in the student's health record.

### Community Resources

The Buena Park School District has compiled a list of Community Resources that are available to assist the families in Buena Park. These resources include mental Grief Support, Domestic Violence Resources, Shelters, Family Support and Childcare, Food Banks, Housing Resources, LGBTQ+ Resources, Medical Services, Learning Resources, School-Based Mental Health, Social-Emotional Health Support for Children and Adults, Psychiatric/Psychological Emergency Services, and others. Links, phone numbers and descriptions can be found at [www.bpsd.us](http://www.bpsd.us) or you may contact the Office of Student and Community Services.

### Trauma-Informed Practices

The Buena Park School District is Trauma-Informed Trained by the Orange County Department of Education. This training aides in supporting students and staff who have experienced trauma in their lifetime. By being trained in this approach, District employees are able to identify those who may benefit from the support of our District Crisis Response Team, while assisting those who regularly influence the student's ability to learn and achieve in school.

### Emergency Medical Assistance at School (EC 49472; FC 6550; (BP5141)

Whenever a student requires emergency or urgent medical treatment while at school or at a school-sponsored activity, the principal or designee will contact the parent or other person identified on the emergency card in order to obtain consent for medical treatment. If the student's parent or other contact person cannot be reached to provide consent, the principal may seek reasonable medical treatment for the student as needed, unless the parent has previously filed with the District a written objection to any medical treatment other than first aid. Parents are responsible for updating their child's emergency card as information changes during the school year. It is also important to include and update all information regarding the student's health needs (health conditions and/or medications). Any confidential health information provided to the school will only be disclosed at the discretion of the principal to staff who have legitimate educational interest in the health and safety of the student.

### Medication Regimen (EC 49423.1, 49489; (BP 5141.21))

The school nurse or other designated school employee may assist students who need to take prescribed medication during school hours only upon written request of both physician/surgeon and the parent. The written request must include details as to the name of the medication, method, amount, and the time schedules by which the medication is to be taken and a written statement from the parent indicating the desire that the District assist the student in matters set forth in the statement of the physician/surgeon. All written requests must be provided on an annual basis or when the medication, dosage, frequency of administration, or reason for administration changes. For requests regarding inhalers asthma medication, the District will also accept written statement from a physician/surgeon. It is the responsibility of the parent to pick up all discontinued, outdated, and/or unused medicine before the end of the school year.

#### Refusal to Consent to Physical Examination (EC §§ 49451, 48980)

You may file an annual written statement with the Principal of your child's school, stating that you will not consent to a physical examination of your child. However, whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist.

#### Pupil Suicide Prevention Hotline and Domestic Violence Hotlines (EC §§ 215.5, 48980)

The telephone numbers to reach the National Suicide Prevention Lifeline (1-800-273-8255) and the Domestic Violence Hotline (1800-799-7233), and the Crisis Text Line, (text HOME to 741741) are printed on the back of student identification cards in grades 6-8.

#### Pupil Mental Health Services (EC §§ 49428, 48980)

Information on how to initiate access to available mental health services on campus or in the community, or both, is available on the school's website and the student handbook. See attachment #11.

#### Continued Medication Regimen for Nonepisodic Condition (EC § 49480)

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 that is 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 drugs on your child's physical, intellectual, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. If your child is on a continuing medication regimen, please contact the school nurse.

#### Self-Administration of Prescription Inhaled Asthma Medication (EC § 49243.1)

In order for a pupil to carry and self-administer prescription inhaled asthma medication pursuant to subdivision (a), the school district shall obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer inhaled asthma medication, and a written statement from parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction by taking medication pursuant to this section.

#### Administration of Immunizing Agents (EC §§ 49403, 48980)

The District Governing Board may permit any person licensed as a physician and surgeon, any person licensed as a registered nurse, or other licensed healthcare practitioners acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil. You have the right to consent in writing to the administration of an immunizing agent to your child.

#### Administration of Prescribed Medication (EC §§ 49423, 48980)

If your child is required to take prescription medication during the regular school day, you may request assistance for your child by the school nurse or other designated school personnel. If you wish such assistance, you must provide both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time scheduled by which medication is to be taken, and your own written statement indicating your desire that the District assist your child in the matters set forth in the physician's statement. Your child may also carry and self-administer prescription auto-injectable epinephrine if the District receives written statements from you and the child's physician, in the form required by law.

#### Pledge Not to Use Anabolic Steroids or Prohibited Dietary Supplements (EC §§ 49030 et seq.)

A pupil is prohibited from participating in interscholastic high school sports, unless the pupil signs a pledge not to use anabolic steroids without a prescription from a licensed health care practitioner, or a dietary supplement listed in the United States Guide to Prohibited Substances and Prohibited Methods of Doping. As a condition of participation, both the pupil-athlete and his/her parent/guardian must sign a notification form regarding these restrictions.

#### Medical and Hospital Services for Pupils (EC §§ 49472, 48980)

The District Governing Board may provide or make available medical or hospital services through nonprofit membership corporations, defraying the cost of medical service or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance, for injuries to District pupils arising out of accidents occurring on District property or while being transported to and from school-sponsored activities. No pupil is required to accept such service, without the consent of his/her parent/guardian.

#### Obtain Confidential Medical Services (EC § 46010.1)

The District is prohibited by law from requiring a student to provide parent/guardian consent before being absent from school for the purpose of receiving confidential medical services. The law does permit school authorities to excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the parent. Pupils that are absent from school to obtain confidential medical services will not be excused unless they have a parent's/guardian's consent.

#### Medical Release for School

A pupil who is diagnosed with a communicable illness, injury requiring an assistive device (i.e., crutches, wheelchair) or illness requiring modifications to physical activity will need a Medical Release for School Activity form completed by their physician before returning to school. Forms are available in the school office.

#### Concussion and Head Injuries (EC § 49475)

Requires districts who elect to offer athletic programs to immediately remove for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during the activity and prohibits the return of the athlete to that activity until he/she is evaluated by and receives written clearance from, completes a graduated return-to-play protocol or not less than seven days in duration under the supervision of a licensed health care provider, and requires district to provide annually a concussion and head injury information sheet to be signed and returned by the athlete and his/her parent before the athlete initiates practice or competition.

#### Backpacks

Parents of pupils who carry backpacks should be aware that the American Chiropractic Association, The American Physical Therapy Association, and the American Academy of Orthopedic Surgeons recommend that a backpack weigh no more than 10% of the carrier's weight. For example, if a pupil weighs 90 pounds, the backpack should not weigh more than nine pounds. An alternative to the backpack is the drag bag—a bag on wheels. A drag bag with sturdy wheels and feet is recommended. If using a backpack, the above associations recommend one with wide straps and that the pack be carried on both shoulders.

#### Pediculosis (Head Lice)

There are occasions when children are sent home from school because they are found to have pediculosis (head lice). This is a treatable condition that is generally not associated with any serious medical complications. See Attachment #6 for information on the treatment of pediculosis.

#### Diabetes Information

Pursuant to California Education Code Section 49452.6, local educational agencies are to provide to parents and guardians of incoming elementary school students beginning January 1, 2023.

Pursuant to California Education Code Section 49452.7, local educational agencies are to provide type 2 diabetes information to parents and guardians of incoming seventh grade students beginning July 1, 2010. See Attachment #4 for information on type 2 diabetes.

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## Additional Services

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### Child Nutrition

The Buena Park School District participates in the National School Lunch and Breakfast programs. Meals are served every school day. The District will continue to participate in the Community Eligibility Provision, which is a National School Breakfast and Lunch program for the 2023-2024 school year. All students enrolled within the Buena Park School District for the 2023-2024 school year will continue to be offered a healthy breakfast and lunch at school at no charge.

### Wellness Program (EC 49432; (BP 5030))

The wellness policy is a requirement established by the Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004, and was further strengthened by the Healthy, Hunger-Free Act of 2010. It is mandated that any school district participating in the National School Lunch Program is to adopt a wellness policy that promotes the health of students and addresses the growing problem childhood obesity. As a result, the District has adopted a Wellness Policy that includes goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the District determines is appropriate. Parents and staff are to follow the wellness policy and encouraged to set an example of healthy eating habits to our students. For more information about the District's Wellness Policy and other wellness initiatives of the District, please visit our [Child Nutrition Website](#). Any questions, comments or concerns regarding the wellness policy can be addressed by contacting the Child Nutrition Director at (714) 552-8412.

The Buena Park School District is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The District's nutrition services policies and guidelines require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in an appropriate portion size consistent with USDA standards.

### Transportation Services

The Buena Park School District offers home-to-school transportation for students living beyond the minimum transportation distances to the school of their attendance area:

Elementary Schools (TK-5) 0.85 miles

Middle Schools (6-8) 1.50 miles

All students eligible for District bus transportation must obtain a current bus pass. To be eligible to ride the school bus, your child(ren) must meet at least one of the following criteria:

- resides outside the minimum transportation distance of .85 miles (grades Kindergarten through fifth or 1.5 miles (grades 6-8); distance measured by radius from school
- Special Education student with an Individualized Education Plan (IEP) requiring bus transportation
- the school District has identified your child as requiring bus transportation to meet a District need
- child qualifies for temporary transportation services under the Choice Program in association with No Child Left Behind (NCLB) legislation

Note, even if your child meets one or more of the above criteria, your child will **NOT** qualify for bus transportation if any of the following applies:

- child's parent/guardian has accepted responsibility for transporting their child to another school in Buena Park School District (Intra-District Permit Request form#1901)
- child's parent/guardian agreed to provide safe and timely transportation (to and from school) for their student (Inter-District Transfer Application form#1900).

Bus pass applications are available through ParentSquare. Bus passes will be issued to qualifying students within the first few weeks of school. Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied

transportation. Riders will:

- follow the instructions and directions of the bus driver at all times
- arrive at the bus stop five (5) minutes prior to scheduled pick-up time and stand in a safe place to wait quietly for the bus
- remain seated while the bus is in motion and not obstruct the aisle with their legs, feet, or other objects
- refrain from noise or behavior that distracts the driver
- keep all parts of the body, hands, arms, or head inside the bus at all times
- refrain from throwing objects from the bus.

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. Students found to be in violation of the District's bus conduct rules shall be subject to discipline in accordance with District policy and regulations.

#### Student Accident and Health Insurance

The Buena Park School District does not provide accident/medical insurance or reimbursements for school-related injuries.

#### Kid Connection – Childcare Program Description

Kid Connection is a before and after school childcare program which offers children help in many different areas, such as social skills, recreation, educational activities, and homework assistance. Our staff continually makes the before and after school program a safe, structured and fun environment for students in the Buena Park School District.

Partial to fully funded programs are offered through OCDE, CHS, or Cal-Works with caseworker and District approval. Contact (714) 994-9222 for more information.

#### Kid Connection Is.

- Open year round (excluding major holidays)
- Open to students Transitional Kindergarten through fifth grade
- In operation between the hours of 6:00 am to 6:00 pm Monday through Friday, depending on the site. Program offerings, location, prices, and operating hours are subject to change.

Additional information may be obtained by calling the appropriate Kid Connection site or the District Office at (714) 522-8412.

#### Kid Connection Child Care Locations:

Corey School (714) 994-6430

Emery School (714) 521-5002

#### Expanded Learning Opportunities Program (EC 46120)

The District's Expanded Learning Opportunities Program (ELOP) provides comprehensive expanded learning opportunities for transitional kindergarten through sixth-grade students. The program provides before-school and/or after-school and intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of students through engaging learning experiences. The District's ELOP is student-centered, results-driven, includes community partners, and complements, but does not replicate, learning activities during the regular school day and school year.

The District's Expanded Learning Opportunities Program Plan can be found on the District's website [www.bpsd.us](http://www.bpsd.us) To obtain enrollment and additional information, contact the District Office at 714-522-8412.



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## Federal and State Regulations

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### Pupil Records

#### Rights of Parents/Guardians (EC §49063 et seq.) Types of 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, file, microfilm or other means. Pupil records include a pupil's health record.

#### Custodian of Records

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 Sandra Poteet, Chief Financial Officer.

#### Location of Log/Record

The law requires that a log or record be maintained for each pupil's record which lists all persons, agencies, or organizations requesting or receiving information from the record and the legitimate interests therefor. For records maintained at your child's school, the log is located in your child's file. For records maintained at the District office, the log is located in the office of Sandra Poteet, Chief Financial Officer.

#### Right of Access and Review/Expungement

You have the right to access any and all pupil records related to your child, which are maintained by the District. A homeless child, youth, or an unaccompanied youth who is 14 years of age or older may access his/her pupil records. If you wish to review records located at your child's school, please contact the Principal's office, or submit a written request that identifies the record(s) you wish to inspect. If you wish to review records located at the District office, please contact Sandra Poteet, Chief Financial Officer at (714)736-4262. The Principal or District office has five (5) business days from the day of the receipt of a request to provide access to the records.

Upon satisfactory completion of rehabilitation assignment of a pupil whose expulsion has been suspended by the District Governing Board, the Board may order the expungement of any or all records of the expulsion proceedings.

If the Orange County Board of Education enters an order reversing the decision of the District Governing Board to expel a pupil, the County Board may direct the District Governing Board to expunge the record of the pupil and records of the District of any references to the expulsion action. When you submit a written revocation of consent after the initial provision of special education and related services for your child, the District is not required to amend the education records of your child to remove any reference to your child's receipt of special education and services.

#### Challenging the Content of Records

You have the right to challenge the content of any pupil record by filing a written request with the District Superintendent to correct or remove any information recorded in the written records concerning your child which you allege to be any of the following: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside the observer's area of competence, (4) not based on the personal observation of a named person with the time and place of the observation noted, (5) misleading, or (6) in violation of the privacy or other rights of the pupil.

#### Copying Costs

You may receive copies of your child's pupil records, at a cost of \$0.05 per page.



### Transfer of Records

The District is required to transfer a copy of your child's permanent pupil records within 10 school days to the school your child intends to enroll.

### Complaints

You have the right to file a complaint with the United States Department of Education, concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (20 USC §1232g).

### Statement or Response to Disciplinary Actions

Whenever information is included in a pupil record concerning any disciplinary action taken in connection with your child, you have the right to include a written statement or response concerning the disciplinary action in your child's pupil record.

### School Officials and Employees/Legitimate Educational Interests

School officials and employees who are authorized to review pupil records are school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, certificated employee, or support staff member (including, but not limited to, paraeducator, health or medical staff and school law enforcement personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, educational consultant or therapist); an agency caseworker of a state or local child welfare agency that has legal responsibility for the care and protection of a pupil, other public agencies providing services to pupils, as well as employees of other public schools or school systems where educational programs leading to high school graduation are provided or where a District pupil intends to or is directed to enroll; a minor's counsel of record. Access to pupil records is permitted only for records that are relevant to the legitimate educational interests of the requester. Upon request, the District discloses educational records without consent to officials of another school district in which the pupil seeks or intends to enroll. Legitimate educational interests are described in California Education Code section 49076 and in District Board Policy 5125 (AR 5125).

### Destruction of Pupil Records

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 (5 CCR 432). Prior to destroying pupil records of a child who has received special education services, the IDEA requires parental notification when the District decides that personally identifiable information is no longer needed to provide educational services to a child. Once parents/guardians have been notified, they have the option of requesting access to and/or copies of pupil records prior to destruction, and to request that pupil records be destroyed, unless the District determines that the information could be needed to provide educational services in the future or is needed for auditing purposes (34 CFR 300.624, 5 CCR 16026). 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).

If a school district, charter school, or county office of education receives government-issued documentation, as described in subdivision (b), demonstrating that a former pupil's legal name or gender has been changed, the school district, charter school, or county office of education shall update the former pupil's records to include the updated legal name or gender. If requested by the former pupil, the school district, charter school, or county office of education shall reissue any documents conferred upon the former pupil with the former pupil's updated legal name or gender. Documents that may be reissued by the school district, charter school, or county office of education include, but are not limited to, a transcript,

a high school diploma conferred pursuant to Section 51410, a high school equivalency certificate issued pursuant to Section 51420, or other similar documents conferred upon the former pupil. (EC § 49062.5)

Schools may disclose, without consent, "directory" information such as a student'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, date of attendance, degrees and awards received, and the most recent previous public private school attended by the student.

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 Avenue, SW  
Washington, D.C. 20202-8520

#### Directory Information

- (a) Pursuant to Education Code Section 49073 & 49073.1, the District may make available to those persons, agencies or institutions defined below the following categories of directory information: name, address, telephone, date of birth, dates of attendance and awards received.
- (b) The Superintendent may authorize the release of student directory information to representatives of the news media, or nonprofit organizations, or third party that is providing educational digital services or software in accordance with Board policy and administrative regulations. Telephone numbers shall be released only with express parental consent. (BP5125.1, EC § 49073 & EC § 49073.01)

#### Release of Directory Information (EC § 49073)

##### Parent/Guardian Notice

The Family Educational Rights and Privacy Act ("FERPA", 20 USC § 1232g), a federal law, requires that Buena Park 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:

- the annual yearbook
- playbill, showing your child's role in a drama production
- honor roll or other recognition lists
- graduation programs

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, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters (20 USC § 7908), upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

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 by October 1. **The District may designate one or more of the following items as “Directory Information” pupil’s name, address, telephone number, e-mail address, date of birth, 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.**

Release of directory information of a homeless child or youth is prohibited unless a parent or eligible pupil has given written consent that such information may be released.

#### CALPADS Participation Disclosure Language

As required by the State of California, the Buena Park School District utilizes the California Longitudinal Pupil Achievement Data System (CALPADS) to electronically transfer student information for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All CALPADS data are maintained in compliance with state and federal privacy laws. Student information will be encoded so that no personally identifiable information will be maintained by CALPADS. Parents have the right to inspect student information maintained within CALPADS. Contact the CALPADS Office at (714) 736-4251 to initiate this procedure.

#### School Accountability Report Card (SARC) (EC §§ 35256, 33126, 32286)

The District Governing Board annually issues a School Accountability Report Card (SARC) for each school in the District. You may obtain a copy of the SARC from the Principal's office. The SARC includes, but is not limited to, assessment of school conditions specified in California Education Code section 33126. The SARC also includes an annual report on the status of the safety plan for your child's school, including a description of its key elements.

#### Right to Information Regarding the Professional Qualifications of Teachers and Paraprofessionals:

The ESSA grants parents the right to request information regarding the professional qualifications of the children's classroom teachers, including the following:

- whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information is available at 714-522-8412. District will provide timely notice if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Information on Child's Level of Achievement: The District will provide timely information on the level of achievement of your child in each of the state academic assessments.

#### Title IX Federal Regulations (BP0410, BP5145.7; Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973)

The District does not discriminate on the basis of race, color, national origin, ethnic group identification, hair texture or protective hairstyles historically associated with race such as braids, locks, and twists (EC § 212.1) religion, sex/gender (gender identity, gender expression), physical/mental disability or immigration status. The District's Title IX Coordinator is Dr. Yvette Cantu in the Educational Services Division. Your child has a right to a free public education, regardless of immigration status. Please refer to attachment 6 “Know Your Educational Rights” related to immigration. Additional resources for immigrant students and family members developed by the California Attorney General are accessible at

<http://oag.ca.gov/immigrant/rights>. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs.

#### Know Your Educational Rights:

##### Your Child has the Right to a Free Public Education

1. All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
2. In California:
3. All children have the right to a free public education.
4. All children ages 6 to 18 years must be enrolled in school.
5. All students and staff have the right to attend safe, secure, and peaceful schools.
6. All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
7. All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

##### Information Required for School Enrollment

1. When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
2. You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

##### Confidentiality of Personal Information

1. Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for education purposes, is already public, or is in response to a court order or subpoena.
2. Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

##### Family Safety Plans if you are Detained or Deported

You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event that you are detained or deported. You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

##### Right to File a Complaint

Your child has the right to report a hate crime or file a complaint to the District if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

##### Uniform Complaint Procedures for Programs (5 CCR §4622)

The district has adopted policies and procedures for the filing, investigation and resolution of complaints regarding alleged violations of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination. A copy of the District's Uniform Complaint Procedures is available from the District office.

It is the policy of the Buena Park District's Governing Board that the District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in consolidated categorical aid programs, child care and development programs, child nutrition programs, and special education programs.

The complainant has a right to appeal the District decision to the California Department of Education by filing a written appeal within 30 days of receiving the District's investigative decision. Complainants may pursue civil law remedies that may be available under state or federal discrimination laws if applicable pursuant to Education Code Section 262.3.

Local community legal assistance agencies are available. Legal resources can be located in the telephone book under legal services. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the District's uniform complaint procedures, free of charge, may be directed to:

Russell Harrison, Chief Personnel Officer  
Buena Park School District  
6885 Orangethorpe Avenue, Buena Park, California 90620  
(714) 522-8412

What are the responsibilities of the complainant? The complainant:

- Receives complaint procedures from the local educational agency (LEA).
- Files a written complaint and follows the steps in the local complaint procedures (see above).

What are the responsibilities of the local educational agency (school district)? The local agency:

- Ensures compliance with applicable federal and state laws and regulations.
- Designates a staff member to be responsible for complaint resolution.
- Adopts complaint policies and procedures consistent with the California Code of Regulations, Title V, Sections 4600-4671.
- Notifies, at least annually, parents, employees, committees, students, and other interested parties of local complaint procedures, including the opportunity to appeal the agency's decision. The notice must also advise recipients of any civil law legal remedies that may be available. The notice must be (a) in English; (b) in the primary language of the students when 15 percent or more of the students in a school speak that language; or in the mode of communication of the recipient of the notice.
- Posts a notice apprising parents, guardians, pupils, and teachers in each classroom in each school regarding alleged deficiencies related to instructional materials, facility conditions, and teacher vacancy or misassignment.
- Protects complainants from retaliation.
- Implements the following procedures:
  1. Any individual, public agency, or organization alleging a violation of federal or state statutes may file a written complaint regarding specific programs with the LEA.
  2. Discrimination complaints must be filed with the LEA or CDE by a person harmed or by a person on behalf of others. These complaints must be filed within one year from the date the alleged violation occurred. The LEA and the CDE must protect the confidentiality of the parties and the facts related to the case.
- Resolves the complaint through mediation or investigation and completes an investigation report within 60 days of receipt of a complaint. The LEA must give the filing party an opportunity to present evidence relevant to the case.
- Submits, on notification of an appeal, the following to CDE:
  1. The original complaint

2. A copy of the investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any remedy taken or proposed to resolve the complaint
5. A copy of the LEA complaint procedures
6. Other relevant information requested by the California Department of Education

Requires corrective action by the LEA concerning compliance issues identified through investigations of complaints.

Provides technical assistance to correct compliance issue.

Complainants are assured that there will be no retaliation for filing a complaint for reporting instances of discrimination. For complaints alleging discrimination, complainants are assured of confidentiality. The district is primarily responsible for compliance with federal and state laws and regulations.

#### Asbestos Hazard and Emergency Response Act (AHERA)

The inspection results and Management Plan that cover the last six years will be available for review upon written request through your school principal. In compliance with the federal Asbestos Hazard Emergency Response Act (AHERA) (40 CFR 763.93 [e] [10]), the following requirements have been completed:

1. Inspection of all facilities for both friable and non-friable asbestos-containing building materials.
2. Samples were taken during the inspection of all materials suspected of containing asbestos and were analyzed at an EPA-accredited laboratory.
3. A Management Plan was written based upon the inspection report and laboratory findings, outlining the administrations' intent to control and abate any asbestos-containing building materials when necessary.

Some asbestos-containing building materials were found in some of our schools. However, an operations and maintenance plan, which is part of the Management Plan, describes the location of these materials and specific steps for maintaining the existing materials. Re-inspections of all buildings are done every three years and the Management Plan is amended. Our current inspection report states all of our materials are in good condition and are not likely to become sufficiently damaged to create a hazard.

The inspection results and Management Plan are available for review in the principal's office at your school. If you have any questions, you may call the district's Risk Management office at (714)736-4262.

#### Notification of Pesticide Use (EC §§ 17611.5, 17612, 48980.3)

A copy of the school's integrated pest management plan is posted on the school's website. Please refer to Attachment #9 for a list of all pesticide products expected to be applied at your child's school during the upcoming year.

#### Chemicals Used by District Personnel:

Chemicals are used to assist in the cleaning of restrooms, classrooms, offices, kitchens, and cafeterias on a regular basis. The cleaning of restrooms, classrooms, offices, and kitchens are usually scheduled after school hours. Cafeterias are cleaned twice a day, once after breakfast has been served and once after lunch has been served. All District personnel responsible for using cleaning chemicals have been trained.

A complete chemical list is available for inspection at every school site. To review the chemicals used at school sites, please go to the school office and visit with the Principal.

Chemicals Used by Professional Exterminators:

The District contracts with professional pest control specialists to provide service for the infestation of various types of insects. All treatment is done after school and on weekends. All chemicals are approved by the Department of Health and Department of Pesticide Regulations for use at schoolsites.

A complete chemical list is available for inspection at every school site. To review the chemicals used at school sites, please go to the school office and visit with the Principal.

If you require further information, please call your school Principal.

## **Model Notification of Rights for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records maintained by the school. These rights transfer to the eligible student when he/she reaches the age of 18 or attends a school beyond the high school level.

Parents or eligible students 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 student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. The right to request that a school correct the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students who wish to ask the School to correct a record should write the School principal [or appropriate school official], clearly identify the part of the record they want corrected, and specify why it should be corrected. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the records setting forth his/her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education records. However, FERPA permits schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.



Schools may disclose, without consent, “directory” information such as a student’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 private school attended by the student. However, schools must inform parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. School official must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

4. 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 Avenue, SW  
Washington, DC 20202-8520

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**Effective: January 1, 2019**

West's Annotated California Codes  
Education Code (Refs & Annos)

Title 2. Elementary and Secondary Education (Refs & Annos) Division 4.  
Instruction and Services (Refs & Annos)  
Part 27. Pupils (Refs & Annos)  
Chapter 2. Compulsory Education Law (Refs & Annos) Article 1. Persons Included

§ 48205. Excused absences; average daily attendance computation

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
- (1) Due to the pupil's illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of the pupil's 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, including absences to care for a sick child for which the school shall not require a note from a doctor.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, 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.
  - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (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 therefor. 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) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

**NOTICE OF ALTERNATIVE SCHOOLS****California Education Code Section 58501**

*The following notice must be sent along with the Notification to Parents and Guardians required by EC § 48980. 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* California state law authorizes all school districts to provide for alternative schools. 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 students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student 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 part from a presentation by his/her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, 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.

## Type 1 Diabetes Information

Pursuant to California Education Code Section 49452.6, this type 1 diabetes information is for local educational agencies to provide to parents and guardians of incoming elementary school students beginning January 1, 2023.

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided in this information sheet is intended to raise awareness about this disease.

### Description

#### **Type 1 diabetes usually develops in children and young adults but can occur at any age**

According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively.

The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

#### **Type 1 diabetes affects insulin production**

As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.

The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.

In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise.

Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.

Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes.

### Risk Factors Associated with Type 1 Diabetes

It is recommended that students displaying warning signs associated with type 1 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.

#### **Risk Factors**

Researchers do not completely understand why some people develop type 1 diabetes and others do not; however, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes. Other factors may play a role in developing type 1 diabetes, including environmental triggers such as viruses. Type 1 diabetes is not caused by diet or lifestyle choices.

### Warning Signs and Symptoms Associated with Type 1 Diabetes and Diabetic Ketoacidosis

Warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:

- Increased thirst
- Increased urination, including bed-wetting after toilet training
- Increased hunger, even after eating
- Unexplained weight loss
- Feeling very tired
- Blurred vision
- Very dry skin
- Slow healing of sores or cuts

- Moodiness, restlessness, irritability, or behavior changes

DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency. Symptoms Include:

- Fruity breath
- Dry/flushed skin
- Nausea
- Vomiting
- Stomach pains
- Trouble breathing
- Confusion

Types of Diabetes Screening Tests That Are Available:

**Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

**Random (non-fasting) blood sugar test.** A blood sample is taken any time without fasting. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes.

**Fasting blood sugar test.** A blood sample is taken after an overnight fast. A level of 126mg/dL or higher on two separate tests indicates diabetes.

**Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

#### Type 1 Diabetes Treatments

There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment. If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan. Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

Contact your student's school nurse, school administrator, or health care provider if you have questions.

#### References

Centers for Disease Control and Prevention

KidsHealth

Mayo Clinic

National Library of Medicine and National Institutes of Health's MedLine

**Questions: Office of School-Based Health Programs | [schoolnurse@cde.ca.gov](mailto:schoolnurse@cde.ca.gov)**

Last Reviewed: Tuesday, January 24, 2023

## **Type 2 Diabetes Information**

Pursuant to California *Education Code* Section 49452.7, this type 2 diabetes information is for local educational agencies to provide to parents and guardians of incoming seventh grade students beginning July 1, 2010.

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see available translations of this information.

### **Description**

Type 2 diabetes is the most common form of diabetes in adults.

Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.

According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.

The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.

In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.

Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.

Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

### **Risk Factors Associated with Type 2 Diabetes**

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

#### **Risk Factors:**

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

**Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

**Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

**Inactivity.** Being inactive further reduces the body's ability to respond to insulin.

**Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

**Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### **Warning Signs and Symptoms Associated with Type 2 Diabetes**

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

Increased hunger, even after eating

Unexplained weight loss

Increased thirst, dry mouth, and frequent urination

Feeling very tired

Blurred vision

Slow healing of sores or cuts

Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms

Irregular periods, no periods, and/or excess facial and body hair growth in girls

High blood pressure or abnormal blood fats levels

## **Type 2 Diabetes Prevention Methods and Treatments**

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.

Get more physical activity. Increase physical activity to at least 60 minutes every day.

Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

## **Types of Diabetes Screening Tests That Are Available**

Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.

Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.

Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

Last Reviewed: January 24, 2023

## Know Your Educational Rights

### Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

### Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

### Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

### Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported. You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

### Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.



## Pediculosis (Head Lice)

### HOW YOU GET IT

Head lice are usually transmitted through close personal contact with an infested individual or through use of shared combs, brushes, other grooming aids, and through the sharing of hats, caps, wigs, coats or co-mingling of these items. Most parents have the impression that lice become established on persons who are unclean. In the case of head lice, this is NOT true. Frequent bathing will neither prevent head lice nor eliminate an infestation once it has become established.

### WHAT TO LOOK FOR

Head lice are elongated insects about this (-) long and are grayish-white with dark margins. Lice do not have wings and cannot fly. They do not jump but do move very quickly. This makes them difficult to find in the child's hair.

Since crawling forms are so difficult to see, the diagnosis of head lice infestation is frequently made on the basis of finding nits. A nit is a louse egg. Nits are teardrop in shape, about this size (') and vary in color from yellowish-brown to white. Head lice attach each nit to a hair shaft with a waterproof, cement-like substance. As a result, nits cannot be washed out or brushed out of the hair like dandruff or other debris that sometimes look like nits to the naked eye. Clusters of nits may be found in any section of hair. In mild infestations a careful examination of the entire scalp may be necessary to detect them.

### TREATMENT

Treatment is directed at the infested individual and his personal articles, e.g., hats, combs, brushes, towel, and bedding.

#### Individual Treatment

1. Remove all your child's clothing and place him/her in a bath or shower and place the clothing in a plastic bag.
2. Apply head louse treatment according to your physician's instructions or label instructions provided by the drug manufacturer. There are medicated liquids (pediculicides) available for head lice (NIX, RID, etc. \*). NIX, RID, and others may be purchased without prescription from the drug store. There is no published evidence to indicate that one product is superior to the others.
3. Using a lice comb and/or fingernails, remove all nits from each hair shaft. There are products (rinses) that may make removal easier.
4. Continue to comb hair with lice comb and/or fingernails daily to remove any remaining nits.
5. Have your child put on clean clothing after treatment.
6. Repeat treatment in 7 to 10 days. (While the pediculicides mentioned above rapidly kill crawling lice, they may not kill all the nits. Therefore, the treatment should be repeated in 7 to 10 days to kill newly hatched lice. The 7 to 10-day interval corresponds to the incubation period of the louse's egg.)
7. All family members and close friends of your child should be examined. Family members who have evidence of infestation (crawling forms or nits) should be treated.

\*Use of trade names is for identification only and does not constitute endorsement.

#### Decontamination of Personal Articles and Environment

Since heat is lethal to lice and their eggs, many personal articles can be dis-infested by machine washing in hot water and/or drying using the hot cycle of the dryer. Eggs are killed in five minutes at 51.5 degrees C (125 degrees F) and crawling forms succumb to slightly lower temperatures. If total reliance is placed on the clothes dryer for dis-infestation, dry articles for at least 20 minutes at the **high heat** setting. Some non-washable articles may be dis-infested in the dryer provided that the heat will not harm them.

1. Machine wash all washable clothing and bed linens that have been in contact with your child within the previous three days.
2. Personal articles of clothing or bedding that cannot be washed or dried may be drycleaned or simply left in a plastic bag and sealed for a period of ten days.
3. Combs, brushes, and similar items can be dis-infested by soaking them in one of the pediculicide liquids for one hour or by soaking them in a pan of water heated on the stove to about 150 degrees F for 5 to 10 minutes (CAUTION: heat may damage some combs or brushes).

#### NOTIFICATION OF OTHER PARENTS

Parents of your child's closest friend(s) should be notified that their child may also be infested since the children play together. This is particularly important if the children have slept together or participated in activities involving frequent body contact such as wrestling, ballet classes, football, etc.

#### RETURNING TO SCHOOL

Your child may return to school when the hair has been treated with a medicated shampoo and all live lice have been eliminated. There needs to be evidence that the hair continues to be adequately treated, including a second treatment with a medicated shampoo 7-10 days from the first treatment. Students must be re-checked in the school office before returning to school.

## CALIFORNIA IMMUNIZATION REQUIREMENTS FOR

**K – 12<sup>TH</sup> GRADE** (including transitional kindergarten)

GRADE	NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION <sup>1, 2, 3</sup>				
<b>K-12 Admission</b>	<b>4 Polio<sup>4</sup></b>	<b>5 DTaP<sup>5</sup></b>	<b>3 Hep B<sup>6</sup></b>	<b>2 MMR<sup>7</sup></b>	<b>2 Varicella</b>
<b>(7th-12th)<sup>8</sup></b>	<b>K-12 doses</b>	<b>+ 1 Tdap</b>			
<b>7th Grade Advancement<sup>9,10</sup></b>		<b>1 Tdap<sup>8</sup></b>			<b>2 Varicella<sup>10</sup></b>

- I. Requirements for K-12 admission also apply to transfer pupils.
- II. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
- III. Any vaccine administered four or fewer days prior to the minimum required age is valid.
- IV. Three doses of polio vaccine meet the requirement if one dose was given on or after the 4th birthday.
- V. Four doses of DTaP meet the requirement if at least one dose was given on or after the 4th birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday (also meets the 7th-12th grade Tdap requirement. See fn. 8.)

One or two doses of Td vaccine given on or after the 7th birthday count towards the K-12 requirement.

- VI. For 7th grade admission, refer to Health and Safety Code section 120335, subdivision (c).
- VII. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the 1st birthday meet the requirement.
- VIII. For 7th-12th graders, at least one dose of pertussis-containing vaccine is required on or after the 7th birthday.
- IX. For children in ungraded schools, pupils 12 years and older are subject to the 7th grade advancement requirements.
- X. The varicella requirement for seventh grade advancement expires after June 30, 2025.

DTaP/Tdap = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine

Hep B = hepatitis B vaccine

MMR = measles, mumps, and rubella vaccine

Varicella = chickenpox vaccine

**INSTRUCTIONS:**

California schools are required to check immunization records for all new student admissions at TK /Kindergarten through 12th grade and all students advancing to 7th grade before entry. Students entering 7th grade who had a personal beliefs exemption on file must meet the requirements for TK/K-12 and 7th grade. See [shotsforschool.org](http://shotsforschool.org) for more information.

**UNCONDITIONALLY ADMIT** a pupil whose parent or guardian has provided documentation of any of the following for each immunization required for the pupil's age or grade as defined in table above:

- Receipt of immunization.
- A permanent medical exemption.\*
- A personal beliefs exemption (filed in CA prior to 2016); this is valid until enrollment in the next grade span, typically at TK/K or 7th grade.†

**CONDITIONALLY ADMIT** any pupil who lacks documentation for unconditional admission if the pupil has:

- Commenced receiving doses of all the vaccines required for the pupil's grade (table above) and is not currently due for any doses at the time of admission (as determined by intervals listed in Conditional Admission Schedule, column entitled "EXCLUDE IF NOT GIVEN BY"), or
- A temporary medical exemption from some or all required immunizations.\*

## CONDITIONAL ADMISSION SCHEDULE FOR GRADES K-12

Before admission a child must obtain the first dose of each required vaccine and any subsequent doses that are due because the period of time allowed before exclusion has elapsed.

DOSE	EARLIEST DOSE MAY BE GIVEN	EXCLUDE IF NOT GIVEN BY
<b>Polio #2</b>	4 weeks after 1st dose	8 weeks after 1st dose
<b>Polio #3<sup>1</sup></b>	4 weeks after 2nd dose	12 months after 2nd dose
<b>Polio #4<sup>1</sup></b>	6 months after 3rd dose	12 months after 3rd dose
<b>DTaP #2</b>	4 weeks after 1st dose	8 weeks after 1st dose
<b>DTaP #3<sup>2</sup></b>	4 weeks after 2nd dose	8 weeks after 2nd dose
<b>DTaP #4</b>	6 months after 3rd dose	12 months after 3rd dose
<b>DTaP #5</b>	6 months after 4th dose	12 months after 4th dose
<b>Hep B #2</b>	4 weeks after 1st dose	8 weeks after 1st dose
<b>Hep B #3</b>	8 weeks after 2nd dose and at least 4 months after 1st dose	12 months after 2nd dose
<b>MMR #2</b>	4 weeks after 1st dose	4 months after 1st dose
<b>Varicella #2</b>	Age less than 13 years: 3 months after 1st dose	4 months after 1st dose
	Age 13 years and older: 4 weeks after 1st dose	8 weeks after 1st dose

- Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday. If polio #3 is the final required dose, polio #3 should be given at least six months after polio #2.
- If DTaP #3 is the final required dose, DTaP #3 should be given at least six months after DTaP #2, and pupils should be excluded if not given by 12 months after second dose. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

**Continued attendance** after conditional admission is contingent upon documentation of receipt of the remaining required immunizations. The school shall:

- review records of any pupil admitted conditionally to a school at least every 30 days from the date of admission,
- inform the parent or guardian of the remaining required vaccine doses until all required immunizations are received or an exemption is filed, and
- update the immunization information in the pupil's record.

For a pupil **transferring** from another school in the United States whose immunization record has not been received by the new school at the time of admission, the school may admit the child for up to 30 school days. If the immunization record has not been received at the end of this period, the school shall exclude the pupil until the parent or guardian provides documentation of compliance with the requirements.

\* In accordance with 17 CCR sections 6050-6051 and Health and Safety Code sections 120370-120372.

† In accordance

**Questions?**

See the California  
Immunization Handbook at  
[ShotsForSchool.org](http://ShotsForSchool.org)

Buena Park School District  
Board Policy BP 1350  
Community Relations  
Civility Policy

The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school district grounds. Members of the District staff will treat parents and other members of the public with respect and expect the same in return.

This policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, the District encourages positive communication, and discourages volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.

#### Legal Reference

##### EDUCATION CODE

32210 Disturbing School  
44014 Assault on Personnel  
44810 Person on School Grounds  
44811 Insults and Abuses

##### PENAL CODE

243.5 Arrest on School Grounds  
415.5 Fighting on School Grounds  
626.7 Refusal to Leave School Grounds  
626.8 Entry of School by Person Not on Lawful Business

Policy  
Adopted: December 9, 2002

**BUENA PARK SCHOOL DISTRICT**  
Buena Park, California

#### Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the appropriate administrator or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the District employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under such Paragraph 1 or 2 circumstances, the appropriate administrator or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with Education Code 44811 and Penal Codes 415.5 and 626.7, if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the appropriate administrator designee may notify law enforcement officials. An Incident Report (copy attached) should be completed for the situations as set forth in Paragraph 1 and 2.

#### Safety and Security

1. The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with those situations if and when they occur.
2. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete and Incident Report and report to law enforcement, any attack, assault or threat made against them on School/District premises or at School/District sponsored activities.
3. An employee whose person or property is injured or damaged by willful misconduct of a student, may ask the District to pursue legal action against the student or the student's parent/guardian.

#### Documentation

When it is determined that a member of the public is in the process of violating the provisions of this policy, an effort should be made to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

## BPSD Pesticide/Herbicide Expected Use List for 2023-2024 School Year

<u>Product</u>	<u>Active Ingredient</u>	<u>Manufacture</u>	<u>Usage</u>
Taurus SC	trifluoromethylsulfenyl	Control Solutions	Ants
CB-80 Extra	Pyrethrins-Piperonyl Butoxide	Waterbury Co, Inc	Insects
Avion Roach Gel Bait	Difluoroethane	Dupont	Cockroaches
Avion Ant Gel Bait	Indoxacarb	Dupont	Ants
Weevil-Cide	Aluminum Phosphide	UPL	Gophers
Fastrac	Bromethalin	Bell	Rats & Mice
ZP Rodent bait	Zinc Phosphide	Bell laboratories, Inc	Gophers/Ground Squirrels
Suspend Polyzone	Sodium Metasilicate	MT. Hood Chemical	Spiders/Roaches
Bora Care	Oxytetraborate	Nisus Corp	Termites
Razor Pro	Glyphosate	Nufarm	Weeds
Intice Bait	Orthoboric Acid	Rockwell Labs	Insects
Envirox	Hydrogen Peroxide/Orange Oil	Envirox LLC	Multipurpose Cleaner
Chewing Gum Remover	Flammable Aerosols	Claire	Remove Old gum
Foam Clean Hand Sanitizer	Phenoxyethanal	Triple S	Hand Sanitizer
Foam Clean Hand Cleanser	Ammonium Laureth Sulfate	Triple S	Hand Cleanser
Dura Shine	Acrylate Copolymer	Gorm	Floor Finish
Eliminator Odor Removal	Oxirane	Gorm	Odor
Bayberry Air Freshener	Acetone	Triple S	Odor
Contrac	Bromadiolone	Bell	Rats/Mice
Doxem Precise	Indoxacarb	Control Solutions	Roaches
Tempo	Cyfluyhrin	Bayer	Crawling Insects
Alpine Flea	Aquatic	Basf	Fleas

BPSD Pesticide/Herbicide Expected Application Dates for the 2023 - 2024 School Year:

<b>July:</b> 7,8,14,15,21,22,28,29	<b>August:</b> 4,5,11,12,18,19,25,26	<b>September:</b> 1,2,8,9,15,16,22,23,29,30
<b>October:</b> 6,7,13,14,20,21,27,28	<b>November:</b> 3,4,10,11,17,18,24,25	<b>December:</b> 1,2,8,9,15,16,22,23,29,30
<b>January:</b> 5,6,12,13,19,20,26,27	<b>February:</b> 2,3,9,10,16,17,23,24	<b>March:</b> 1,2,8,9,15,16,22,23,29,30
<b>April:</b> 5,6,12,13,19,20,26,27	<b>May:</b> 3,4,10,11,17,18,24,25,31	<b>June:</b> 7,8,14,15,21,22,28,29

## Firearms Safety Memorandum

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the Buena Park School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.<sup>1</sup>
  - Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.<sup>2</sup>
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>4</sup>

Note: Your county or city may have additional restrictions regarding the safe storage of firearms. You can find additional information on the California Department of Justice website at <https://oag.ca.gov/firearms/tips>.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.



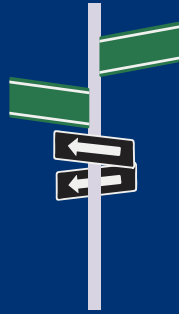


# Student Mental Health Support



## What is mental health?

Mental health includes our emotional, psychological, and social wellbeing. It can affect how we think, feel, and act.



## What are some examples of things that can impact our mental health?

- Stress
- Our environment
- School/work
- Family and friends
- Sudden changes to our routines
- Biological factors
- Grief and loss
- Alcohol or drug abuse

## How can I tell if I am struggling with my mental health?

If you start to notice any of the following behaviors, in yourself or your friends, you may be struggling with your mental health:

- Too much or too little sleeping
- Over/under eating
- Difficulty concentrating
- Lack of motivation
- Wishing to be alone for long periods of time
- Lack of interest in things that you used to enjoy
- Irritability
- Hearing voices or seeing things that are not there
- Thoughts of death or dying



## Where can I go to get help?

### At School:

- An administrator
- School Counselor
- School Psychologist
- Teacher
- Any trusted adult



### At Home or in your Community:

- Care Solace 1-888-515-0595
  - [www.caresolace.com/bpsd](http://www.caresolace.com/bpsd)
- National Suicide Prevention Lifeline - 988
- Crisis Text Line - Text "Home" to 741741
- The Trevor Project Lifeline - 1-866-488-7386
- OC Links - 855-625-4657
- Local Police non-emergency number
  - Buena Park PD: 714-562-3901
- Substance Abuse and Mental Health Services Administration Hotline - 1-800-662-4357

## What can I do to manage my mental health?

Here are positive coping skills you can practice when you notice your feelings, thoughts, or behaviors are becoming harder to manage:

- Practice Deep Breathing
- Meditate
- Go for a walk
- Journal
- Talk to a counselor/therapist
- Exercise

## Be mindful of coping skills that may be more harmful in the long run

Some coping skills may mimic the feeling of relief and improved state, however, can have longer-lasting negative effects on your mental health. Be careful about engaging in certain activities such as:

- Drug and alcohol use
- Risky sexual behaviors
- Negative peer associations
- Isolating
- Self-harming behaviors

# PRESCRIPTION OPIOIDS: WHAT YOU NEED TO KNOW

Prescription opioids can be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your health care provider to make sure you are getting the safest, most effective care.

## WHAT ARE THE RISKS AND SIDE EFFECTS OF OPIOID USE?

**Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use.** An opioid overdose, often marked by slowed breathing, can cause sudden death. The use of prescription opioids can have a number of side effects as well, even when taken as directed:

- Tolerance—meaning you might need to take more of a medication for the same pain relief
- Physical dependence—meaning you have symptoms of withdrawal when a medication is stopped
- Increased sensitivity to pain
- Constipation
- Nausea, vomiting, and dry mouth
- Sleepiness and dizziness
- Confusion
- Depression
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Itching and sweating

As many as  
**1 in 4**  
PEOPLE\*



receiving prescription opioids long term in a primary care setting struggles with addiction.

\* Findings from one study

## RISKS ARE GREATER WITH:

- History of drug misuse, substance use disorder, or overdose
- Mental health conditions (such as depression or anxiety)
- Sleep apnea
- Older age (65 years or older)
- Pregnancy

Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your health care provider, medications to avoid include:

- Benzodiazepines (such as Xanax or Valium)
- Muscle relaxants (such as Soma or Flexeril)
- Hypnotics (such as Ambien or Lunesta)
- Other prescription opioids



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

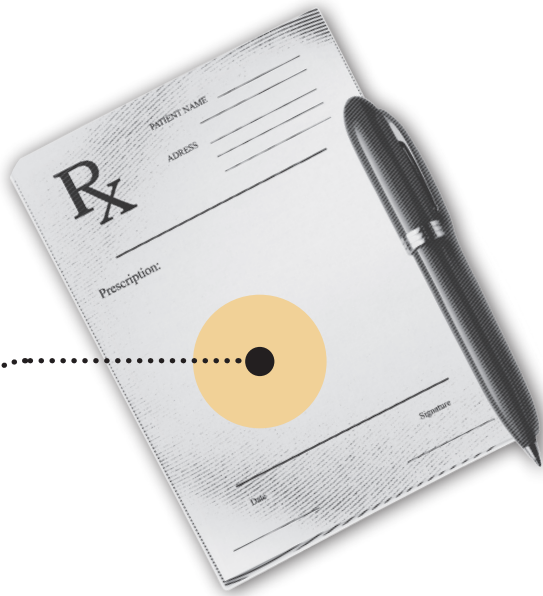


American Hospital  
Association®

## KNOW YOUR OPTIONS

Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options **may actually work better** and have fewer risks and side effects. Options may include:

- ❑ Pain relievers such as acetaminophen, ibuprofen, and naproxen
- ❑ Some medications that are also used for depression or seizures
- ❑ Physical therapy and exercise
- ❑ Cognitive behavioral therapy, a psychological, goal-directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.



### Be Informed! ←

Make sure you know the name of your medication, how much and how often to take it, and its potential risks & side effects.



## IF YOU ARE PRESCRIBED OPIOIDS FOR PAIN:

- ❑ Never take opioids in greater amounts or more often than prescribed.
- ❑ Follow up with your primary health care provider within \_\_\_\_ days.
  - Work together to create a plan on how to manage your pain.
  - Talk about ways to help manage your pain that don't involve prescription opioids.
  - Talk about any and all concerns and side effects.
- ❑ Help prevent misuse and abuse.
  - Never sell or share prescription opioids.
  - Never use another person's prescription opioids.
- ❑ Store prescription opioids in a secure place and out of reach of others (this may include visitors, children, friends, and family).
- ❑ Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program, or flush them down the toilet, following guidance from the Food and Drug Administration ([www.fda.gov/Drugs/ResourcesForYou](http://www.fda.gov/Drugs/ResourcesForYou)).
- ❑ Visit [www.cdc.gov/drugoverdose](http://www.cdc.gov/drugoverdose) to learn about the risks of opioid abuse and overdose.
- ❑ If you believe you may be struggling with addiction, tell your health care provider and ask for guidance or call SAMHSA's National Helpline at 1-800-662-HELP.