



WESTMINSTER SCHOOL DISTRICT

"Building tomorrow's leaders today"

2023-2024

Parent/Student Rights and Responsibilities Handbook

English/Spanish/Vietnamese



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Westminster School District

2023-24 SCHOOL CALENDAR

Tuesday, August 29, 2023

First Day of School

Every Wednesday

Modified (Early Release) Days

LEGAL HOLIDAYS, RECESS, AND MODIFIED DATES

Monday, September 4, 2023

Labor Day Holiday

Monday, October 16 - Friday, October 20, 2023

Modified (Early Release) Week
Trimester # 1
Parent / Teacher Conferences

Friday, November 10, 2023

Veteran's Day Holiday

Monday, November 20 - Friday, November 24, 2023

Thanksgiving Recess

Monday, November 27, 2023

Non-Student Day
Teacher Preparation

Friday, December 22, 2023 - Friday, January 5, 2024

Winter Recess

Monday, January 15, 2024

Martin Luther King Jr. Holiday

Monday, February 12, 2024

Lincoln's Holiday

Monday, February 19, 2024

President's Day Holiday

Monday, March 18 - Friday, March 22, 2024

Modified (Early Release) Week
Trimester # 2 - At-risk Students
Parent / Teacher Conferences
(parent requested appointments
available)

Monday, April 1 - Friday April 5, 2024

Spring Recess

Monday, April 8, 2024

Non-Student Day
Staff Development

Monday, May 27, 2024

Memorial Day Holiday

Monday, June 10 - Friday, June 14, 2024

Modified (Early Release) Week

Friday, June 14, 2024

Last Day of School



DISTRICT POLICY ON DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying.

The District's Policies on discrimination, harassment, intimidation and bullying can be accessed on the website (www.wsdk8.us). Printed copies are available at the school office.

1. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so.
3. Acts of discrimination, harassment, intimidation or bullying should be brought to the attention of the principal.
4. You may make an anonymous complaint by contacting the principal or the District's Nondiscrimination/Anti-Bullying Coordinator. If there is sufficient corroborating information, the District will commence an investigation.
5. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate the District's policies on discrimination, harassment, intimidation and bullying may be subject to discipline, including suspension and expulsion.
7. The District prohibits retaliation against individuals who make complaints or provide information related to such complaints.
8. Students and parents may contact the school principal or the District Human Resources Office at (714) 894-7311, Ext. 1160.

Parent/Student Rights and Responsibilities

ALCOHOL, DRUG USE, TOBACCO, E-CIGS, AND VAPES

The Westminster School District Board of Trustees believes that the use of alcohol and other drugs adversely affects a pupil's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. Pupils possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

A comprehensive district wide drug, alcohol, and tobacco use prevention program has been developed to meet the needs of individual pupils. Components of this program include instruction, intervention, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations. (BP 5131.6)

The Westminster School District is a tobacco-free district. Prohibited products include any product containing tobacco or nicotine including "non-nicotine vaporized solutions", but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products anytime. Exceptions may be made for the use or possession of prescription nicotine products. These products are prohibited on school and district grounds and buildings, in district vehicles and equipment, and at all district sponsored events and activities. (H&SC 104420)

ATTENDANCE AND ABSENCES

Attendance at school is mandatory. For every child to be successful, s/he must be healthy and attend school regularly. It is our desire to be supportive and work collaboratively to help you with your child's educational success. In partnership with the Orange County District Attorney's Office, we want you to know the compulsory education codes (48260, 48264, 48290).

The teacher of the class from which the 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 excused absence.

Excused Absence: (EC 48205, 48980) Your child may be excused from school when the absence is for medical or justifiable personal reasons. Your child will be allowed to complete all assignments and tests missed during such an excused absence. Please refer to Attachment 4 for the full text of section 48205.

Grade Reduction/Loss of Academic Credit (EC48205, 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 reasonably be provided are satisfactorily completed within a reasonable period of time. Please refer to Attachment #4 for the full text of section 48205

Absences for Religious Purposes (EC46014, 48980) With your written consent, your child may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at your child's place of worship or at other suitable place or places away from school property designated by the religious group. Your child may not be excused from school for this purpose on more than four days per school month.

Unexcused Absence: medication issues, headaches, vacations, conflicts with other pupils, missed bus, car broke down, babysitting, asthma, head lice beyond two (2 days), or being "tired." It is **the parent's responsibility** to clear the child's absence within 5 days or it will be marked unexcused.

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 schedule which is on Page 5 of this notice. If any minimum or pupil-free staff development days are scheduled following the distribution of this notice, the District will notify you as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

Confidential Medical Services (EC 46010.1) Pupils in grades 7 to 12 may be excused from school for the purpose of obtaining confidential medical services, without the consent of the pupil's parent/guardian.

California Education Code 48260 states:

1. Your child is legally a *truant* with 3 unexcused absences; a *repeated truant* with 4 unexcused absences and a *habitual truant* with 5 unexcused absences.
- 2 Missing more than thirty (30) minutes of instruction during the school day (AM or PM) is considered a truancy without a valid excuse.

Please be aware that California State Law (Education Code 48290) states that parents who fail to meet their obligation of insuring their child's regular school attendance are guilty of a law violation and are also subject to prosecution pursuant to Article 6. Excessive unexcused absences will result in an invitation to attend the Orange County District Attorney Parent Meeting and/or a referral to the District Student Attendance Review Board (SARB).

FOOTNOTE: Pupils placed on SARB Contracts, **MUST** abide by SARB Contract. The SARB Contract takes precedence over the above. SARB contracts do not expire and remain in effect from year to year.

ATTENDANCE OPTIONS (EC48980)

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 enrollment pursuant to the Open Enrollment Act, as specified. You may access interdistrict transfer permit information and policy on the District's website. Please refer to Attachment #3 for a complete summary of these attendance options.

Choosing a School Within the District in Which Parents/Guardians Live

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

- Pupils who live in the attendance area of a school must be given priority to attend that school over pupils who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means pupils must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a pupil's academic or athletic performance as a reason to accept or reject a transfer.

- Each district must decide the number of openings at each school which can be filled by transfer pupils. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a pupil that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

Choosing a School Outside the District in Which Parents/Guardians Live

Interdistrict Transfers (Discretionary)

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

- Both the district of proposed attendance and the district of residence are encouraged to give consideration to the child care needs of the pupil. A pupil in grades kindergarten through 6th receiving a transfer based on child care needs may not be required to reapply for transfer unless he or she ceases to receive child care in the district. School districts are encouraged to allow any pupil to stay in the new district or high school district to which the elementary school feeds into through the 12th grade, subject to certain conditions.
- If either district denies a transfer request, a parent/guardian may appeal that decision to the county Board of Education. There are specified timelines in the law for filing an appeal and for the county Board of Education to make a decision.
- No district is required to provide transportation to a pupil who transfers into the district.

Parental Employment Transfers

The law (EC 48204(b)) provides that a school district may deem a pupil as having complied with the residency requirements for school attendance if one or both parents/guardians of the pupil are physically employed within the boundaries of the district for a minimum of 10 hours during a school week, or if a pupil lives at their parent/legal guardian's placement of employment outside of the boundaries of their school district of residence for a minimum of 3 days during the school week. Once a pupil is enrolled, the pupil does not have to reapply if the parent/guardian continues to be employed within the district boundaries. A school district is not required to accept a pupil requesting a transfer on this basis, but a pupil may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of (EC48204b) include:

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it is determined that there would be a negative impact on the district's court-ordered or voluntary desegregation plan.
- The district in which the parent/guardian works may reject a transfer if it determines that the additional cost of educating the pupil would be more than the amount of government funds the district would receive for educating the pupil.
- There are set limits (based on total enrollment) on the net number of pupils that may transfer out of a district in any school year, unless the sending district approves the greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a pupil is encouraged to identify, and communicate in writing to the parent/guardian the specific reasons for denying the transfer.
- Once a pupil is deemed to have complied with residency requirements for school attendance based on one or both parents or guardians being employed within the boundaries of the district and the pupil is enrolled in a school in a school district whose boundaries include the location where one or both parents of the pupil is employed, the pupil does not have to reapply in the next school year to attend a school within that school district and district shall allow the pupil to attend school through 12th grade in that district if one or both of the pupil's parents or guardians continues to be employed with the attendance boundaries of the school district, subject to certain conditions.

Districts of Choice

The Westminster School District is not a "district of choice".

The law (EC §§48300 through 48318) allows, but does not require, each school district to become a "**district of choice**" --that is, a district that accepts transfer pupils from outside the district under the terms of a resolution. A school board that decides to become a "**district of choice**" must determine the number of pupils it is willing to accept in this category each year and make sure that the pupils are selected through a "random and unbiased" process, which generally means a lottery process. Pupils may request transfers into a "**district of choice**" by January 1 of the prior school year. Other provisions include:

- Either the district of choice or the district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district of residency may also limit the total number of pupils transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- The district of choice may not prohibit a transfer based on the additional cost of educating the pupil but may prohibit a transfer if it would require the district to create a new program, except that a school district of choice shall not reject the transfer of a special needs pupil and an English learner.
- No pupil who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a pupil transferring under these provisions.
- Siblings of pupils already attending school in the "**district of choice**" must be given transfer priority. Children of military personnel may also be given priority.
- A parent/guardian may request transportation assistance within the boundaries of the "**district of choice.**" The district may provide transportation only to the extent it already does so.

The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide them with an overview of the laws applying to each alternative. Any parents/guardians, who are interested in securing more information about these options, district's policies or procedures, and timelines for applying for transfers, should contact their own school district, or the district into which they may be thinking about transferring.

Open Enrollment

The law (EC §48350 et seq.) authorizes the parent/guardian of a pupil enrolled in a low-achieving school, as defined, to submit an application for the pupil to attend a school in a school district of enrollment, as defined. Other provisions include:

- An application requesting a transfer must be submitted by the parent of a pupil to the school district of enrollment prior to June 1 of the school year preceding the school year for which the pupil is requesting a transfer. The application deadline does not apply to a request for transfer if the parent is enlisted in the military and was relocated by the military within 90 days prior to submitting the transfer application.

- The application may request enrollment of the pupil in a specific school or program within the school district.
- A pupil may enroll in a school in the school district of enrollment in the school year immediately following the approval of the transfer application.
- A school district of enrollment shall establish a period of time to provide priority enrollment for pupils residing in the school district prior to accepting transfer applications.
- The school district of residence in which the pupil resides or a school district of enrollment to which a pupil has applied to attend may prohibit the transfer of the pupil or limit the number of pupils who transfer if the governing board of the district determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan, the racial and ethnic balance of the district.
- A resident pupil who is enrolled in one of the district's schools shall not be required to submit an application in order to remain enrolled.
- Pupil applying for a transfer shall be assigned priority for approval as follows:
 - a. First priority for the siblings of children who already attend the desired school.
 - b. Second priority for pupils transferring from a program improvement school ranked in decile 1.
 - c. If the number of pupils who request a particular school exceeds the number of spaces available at that school, a lottery shall be conducted in the group priority order identified in (a) and (b), above, until all available spaces are filled.
- Initial applications for transfer to a school within a school district of enrollment shall not be approved if the transfer would require displacement from the desired school of any other pupil who resides within the attendance area of that school or is currently enrolled in that school.
- A pupil approved for transfer to a school district of enrollment shall be deemed to have fulfilled the residency requirements for school attendance.

Children of Military Personnel (EC48301)

A school district of residence may not prohibit the transfer of a child of an active duty parent to a school in any school district, if the school district the parents apply to approves the transfer. Children of active military duty parents comply with the residency requirements for school attendance if a parent is transferred or is pending transfer to a military installation within the boundaries of the district while on active military duty pursuant to an official military order.

Pregnant and Parenting Pupils (EC 222.5, 46015, 48980)

A pregnant or parenting 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. Please refer to Attachment 4 for the full text of section 48205.

ASBESTOS MANAGEMENT PLAN

In recognition of the potential health hazard presented by the presence of asbestos in public buildings, our District maintains a complete, updated management plan for asbestos containing material in school buildings and at District Office. (CFR 40, § 763.93) The District's updated asbestos management plan for each school is available for inspection at District Office.

BIRTH DATE VERIFICATION AND KINDERGARTEN ENROLLMENT

In California, birth date verification for entrance into kindergarten and first grade is required by State Law. The legal evidences of age are a birth certificate, baptismal certificate, passport, immigration certificate, or Bible record. In order to enter kindergarten, a child must be five years of age on or before September 1 of the current school year. A child who turns five years of age between September 2 and December 2 shall be admitted to transitional kindergarten, the first year of a two-year kindergarten program. (Ed. Code 48000). In order to enter first grade, a child must be six years of age on or before September 1 of the current school year. (Ed. Code 48010)

BULLYING/CYBERBULLYING (BP5131.2)

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyberbullying includes the transmission or creation of specific communications, harassing, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer or any wireless device. Cyberbullying also includes using another person's electronic account and assuming that person's identity in order to damage that person's reputation. Any student who engages in bullying on or off school premises shall be subject to discipline which may include suspension or expulsion in accordance with district policies and regulations.

The District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 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 perceived characteristics. Bullying is defined in Education Code section 48900(r).

BUS CONDUCT (BP3542) (C.C.R. Title 5, Sec. 14103)

Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for a pupil to be denied bus transportation

School Bus Safety Rules

1. Arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
2. Enter and leave the bus in an orderly manner and go directly to your seats.
3. Follow the instructions of your bus driver at all times.
4. Remain in your seat at all times while the bus is in motion.
5. Do not block the aisle with your legs, feet or other objects.
6. Keep your head and arms inside the school bus at all times.
7. Serious safety hazards can result from noise or behavior that distracts the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
8. No animals or insects shall be allowed on the bus.
9. Never cross the roadway while the school bus is approaching or sitting at the stop. Cross only when the bus driver escorts you across the street.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year. (BP 5131.1)

CALIFORNIA ASSESSMENT FOR STUDENT PERFORMANCE AND PROGRESS (CAASPP) STATE EXAMS (5 CCR 852)

During the spring, students in grades 3-8 and 11 will take the annual state exams. Parents may annually submit to the school a written request to excuse their child from any or all parts of the CAASPP.

CELL PHONES

If a student violates the Technology Responsible Use Policy for Students, his/her cell phone may be confiscated. When an employee confiscates a cell phone under this policy, he/she shall take reasonable measures to label and secure the cell phone and turn it over to a school administrator as soon as the employee's duties permit. The cell phone will be released/returned to the student's parent or guardian after the student has complied with any other disciplinary consequence that is imposed. It is a misdemeanor to send an obscene or threatening message to another person by means of a cell phone or an electronic communication device. (PC653m)

CHILD ABUSE REPORTING

All school employees trained in child abuse identification and reporting are required by law to immediately report known or suspected child abuse to a child protective agency. All parents have a right to information on reporting procedures which are contained in our District's Administrative Regulations 5141.4b. When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, the District will not notify the parent or guardian as required in other instances of removal of a child from school, but rather will provide the peace officer with the address and telephone number of the child's parent/guardian. If the parent calls or comes to the school, the name of the social worker or peace officer will be released to the parent. (AR 5141.4d)

CIVILITY POLICY (EC 44050)

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate.

COMPREHENSIVE SEXUAL HEALTH AND HIV/AIDS PREVENTION EDUCATION (EC 51938, 48980)

The District will provide instruction in comprehensive sexual health and HIV/AIDS prevention education and research on student health behaviors and risks for the coming school year. Written and audiovisual educational materials used in this education are available for inspection. The education will be taught by school district personnel or by outside consultants. You have the right to request in writing that your child not receive comprehensive sexual health education or HIV/AIDS prevention education. An alternative educational activity will be made available to pupils whose parents/guardians have requested they not receive all or part of comprehensive sexual health education or HIV/AIDS prevention education. (EC 51938)

CURRICULUM - HEALTH (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.

CURRICULUM - SCIENCE (EC 51550, 51554, 51555, 51820, 51201.5d, 51229.8)

Parents should be notified in writing before any instruction or class in which human or reproductive organs and their functions or processes are described, illustrated or discussed. Parents must be notified of venereal disease or AIDS instruction in writing at least 15 days before the instruction begins. Parents may request that their child not receive such instruction. Lesson materials will be made available for parents to preview. Parents may refuse to have their own children participate in a child abuse program. (W/C 18976.5)

DISCIPLINE POLICY AND RESPONSIBILITIES

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

Pupils who misbehave or commit unlawful acts as enumerated in the state Education Code and school district policy are subject to suspension from school, transfer to another school, and/or expulsion from the district. Each school has rules regarding pupil discipline and a copy can be obtained through the school office. (EC 35291) Parents are advised to remind their children that neither law enforcement nor the school or district will tolerate any behavior that jeopardizes campus safety or disrupts the learning environment. Please discuss with your child the consequences that can result from inappropriate behavior.

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 a 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. (EC 48900.1)

DISRUPTION OF CLASSES

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. Parents, guardians, or other persons must register in the school office before proceeding to a classroom (EC 44811).

Visits to the Classroom (AR 1250)

In order to ensure that classroom visits are not disruptive to the instructional program, the following procedures shall be observed:

1. Visitations should be scheduled with the principal or designee at least 24 hours in advance of the proposed visit.
2. The classroom teacher shall be notified prior to the approved visit.
3. Visitors shall register in the school office prior to visiting a classroom.
4. The principal or designee shall be present for the full duration of the visit.
5. Parent-Teacher conferences shall not be permitted during the classroom visitation. If a conference is desired, an appointment shall be set outside of instructional time.

6. Visitors shall observe pupil activities and may not interact with teachers or pupils.
7. No electronic listening or recording device may be used during the visitation.
8. The length of the visitation shall not exceed 45 minutes on an elementary campus or one class period on a middle school campus.
9. Visits related to the same pupil shall be limited to no more than one time per month.

DRESS AND GROOMING (BP 5132) (EC 35183)

The Governing Board encourages types of conduct, habits of dress and attitudes which promote the general acceptance of pupils by their associates and which facilitate the learning process. School personnel will encourage pupils to wear school clothing in a manner which does not offend the rules of decency or attract undue attention at school and which does promote habits of good grooming. School dress must not cause health, safety or discipline problems. Instructions shall be given to all pupils regarding the proper wearing of apparel. These instructions shall be enforced by the school principals and staff. Pupils who wear unacceptable attire will have their parents/guardians notified and may be sent home. In the final analysis, the principal's evaluation shall prevail.

Sun Protective Clothing

During daylight school activities, articles of sun-protective clothing shall be allowed for outdoor use only. Articles such as hats, visors, etc. shall be school approved and shall reflect the school's colors to protect the campus from unauthorized visitors. In addition, the only logo allowed will be the school mascot; no other logo of any type will be allowed. Sun-protective clothing, such as hats, visors, etc. shall not be worn indoors at any time. (Education Code 35183.5)

DRESS STANDARDS

The primary standards for pupil dress are to be neat and clean while at school and to conform to the Westminster School District Pupil Dress Standards. Generally, pupils are not to be attired in clothing which compromises safety or modesty or is disruptive to the educational process.

1. PUPILS ARE PROHIBITED FROM WEARING APPAREL OR SHOES THAT ARE:

- Considered unsafe, dangerous or a health hazard, including "flip flops", bedroom slippers, soft-soled moccasins, backless shoes, sandals, heels higher than 2 ½ inches, earrings, jewelry, or other articles which may present a safety hazard.
- Containing offensive or obscene symbols, pictures, signs, slogans or words degrading any gender, cultural, religious or ethnic values.
- Containing language, pictures, or symbols that are suggestive or have double meaning oriented toward lewdness, obscenity, vulgarity, violence, vandalism, sex, drugs, alcohol or tobacco or that are gang-related, promote the use of drugs, alcohol, or other illegal substances or activities such as graffiti.

2. PUPILS ARE PROHIBITED FROM WEARING ATTIRE DISRUPTIVE TO THE INSTRUCTIONAL PROCESS which may include, but is not limited to:

- Bare midriffs
- Halter tops, crop tops, tube tops, net tops, or tank tops with spaghetti straps (under-garments shall not be visible at any time, male and female)
- Plain white t-shirts
- Short shorts
- Jogging shorts
- Gym shorts (except physical education uniforms)
- Exercise tights
- Pajamas
- Bathing suits
- Cut-up clothing
- Tight or revealing clothing
- Plunging necklines (front or back)
- See-through, strapless or backless garments
- Facial piercings other than ears
- Clothing, jewelry, or makeup that is disruptive, including hair that is multi-colored, unnaturally colored, or styled in a way that is disruptive to the educational process.
- Clothing which allows underwear to be exposed.

3. PUPILS ARE PROHIBITED FROM WEARING GANG-RELATED APPAREL which may include, but is not limited to:

- Chains
- Hair nets
- Monikers or other gang markings
- Bandannas which signify gang membership
- Jewelry with gang symbols
- Khakis worn with Pendleton-type shirts
- Gang-related overalls
- Web, untied or dangling belts
- Gang-related shoes
- Overalls, with straps hanging down (straps must be appropriately fastened)
- Initial belts
- Any combination of clothing which law enforcement agencies currently consider gang-related (these may change frequently)
- Oversized shirts (shirts must be hemmed, square cut; no hanging shirt-tails)
- Oversized pants (pants must fit appropriately at the crotch and waist not longer than 1" of waist size; pant leg may be no more than 5" of excess material and must be hemmed; may not drag on the ground)

EVERY STUDENT SUCCEEDS ACT ("ESSA", 20 usc 6301 et seq, EC 313.2, 440)

The ESSA requires the District to inform the parent or parents of English learners identified for participation or participating in a language instruction educational program, of the following:

1. The reasons for the identification of the child as an English learner and in need of placement in a language instruction educational program;
2. The child's level of English proficiency, how such level was assessed and the status of the child's academic achievement;

3. The methods of instruction used in the program in which the child is or will be participating, and the methods of instruction used in other available programs;
4. How the program in which the child is or will be participating, will meet the educational strengths and needs of the child;
5. How such program will specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation;
6. The specific exit requirements for the program;
7. In the case of a child with a disability, how such program meets the objectives of the individualized education program (IEP) of the child;
8. Information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request, and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the District.
9. Whether the child is a long-term English learner or English learner at risk of becoming a long-term English learner.
10. The manner in which the program for English language development instruction will meet the educational strengths and needs of long-term English learners or English learners at risk of becoming long-term English learners.
11. The manner in which the program for English language development instruction will help long-term English learners or English learners at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards. If your child is an English learner and has been identified for participation or is participating in the language instruction education program, please contact your child's school principal.

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:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. 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
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

This information is available at the District Office. The 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.

Homeless Liaison: Homeless pupils have certain rights under California and United States law. Please see information under Homeless Assistance.

Release of Pupil Information to Military Recruiters: Please see entry under Pupil Records.

EXTENDED SCHOOL PROGRAM

The Extended School Program is an extension of the school day and operates from 6:00 am to 6:00 pm providing a safe environment for pupils before and after school. This program provides an opportunity for a variety of educational and enrichment activities. Children are given the opportunity to work on their homework, use resource materials and receive assistance from Extended School Program staff. The Extended School Program is supported through family tuition fees and subsidized child care grants for families that may qualify. An all-day Summer Camp Program also is provided from 6:00a.m - 6:00 p.m. The Summer Camp Program consists of a variety of educational and recreational activities. For more information about either of these programs, contact the Program Office at 894-7311 ext.1062.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA", 20 USC 1232g)

The Family Educational Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to the student's records. These rights include

1. The right to inspect and review the student's education records. 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 school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place 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 to be inaccurate; or misleading. Parents or eligible students who wish to ask the school to correct a record should write the school principal, 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 hearing procedures will be provided 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 officials 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.

HARMFUL OR DESTRUCTIVE USE OF ANIMALS

In some science courses, animals may be used during a lesson. Pupils with a moral objective to dissecting or otherwise harming animals may choose to refrain from such educational projects and shall be provided a comparable assignment. (EC32255) The pupil's parent or guardian should write a note backing up the pupil's objection to participating in the class project.

HEALTH INFORMATION

Your children can best benefit from their educational program when they feel well enough to participate and are not infectious to other students and staff. Here are a few guidelines you can follow to decide if your child is well enough to attend school as well as school guidelines for sick children:

1. **Fever**—any child with a temperature of 100* or more must be kept at home. Your child must be fever free (without the use of a fever reducing medication) for 24 hours before returning to school. Sick children may not ride the bus or walk home alone. Pupils will only be released to an adult listed on the emergency card.
2. **Colds**—your child may attend school with a mild cold if he/she seems well and is fever free. However, a child with a hacking cough or a persistent runny nose (especially with yellow-green mucous) belongs at home, even without a fever.
3. **Infectious Diseases**—Children with infectious diseases such as strep throat, pinkeye (conjunctivitis), scarlet fever, etc. must be on medication for a minimum of 24-48 hours before returning to school. Children with infectious skin diseases such as impetigo or ringworm must be on the appropriate medication for a minimum of 24 hours and must keep the affected area covered at school.
4. **Rashes**—A child with an **unidentified** skin rash may not be allowed at school, whether the rash is contagious or not. A doctor's note must be presented to the school explaining the rash.
5. **Vomiting and Diarrhea**—if your child is vomiting or has diarrhea, please keep your child at home.
6. **Medication**—Pupils can receive medication at school **only if the physician and parent forms have been signed**. This applies to over-the-counter medication as well. Parents must bring the medication to the school in the original container or RX bottle with the instructions in English. Medication forms are available at the school sites or on the District website.
7. **Chickenpox**—Children who have chickenpox must wait until all the sores are scabbed over and dry (usually 5-10 days) before returning to school.
8. **Lice**— if a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. Parents are responsible for bringing the empty lice shampoo bottle with you when returning your child to school. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks.
9. **Serious Injuries** -If your child has been injured and will be attending school with crutches, a cast, a sling or a wheelchair, please provide the school with a doctor's note describing the injury and any restrictions on activity at school, including physical education.

Oral Health Assessment for Kindergarten: Your child must have an oral health assessment (dental check-up) by no later than May 31 of the first year entering kindergarten or first grade. Dental check-ups in the 12 months before starting school meet this requirement. Ask your dentist to fill out the Oral Health Assessment Form provided by the school. You may be excused from complying with the dental-checkup requirement by marking the box next to the appropriate reason on Section 3 of the Oral Health Assessment Form. (EC49452.8)

Health Screening and Evaluation Services (H&SC §124085): Within 90 days after your child's entrance into first grade, you must provide a certificate documenting that within the prior 18 months your child has received appropriate health screening and evaluation services, including a physical examination. These services are available from the Orange County Public Health Department. In lieu of the certificate, you may submit a signed waiver indicating that you do not want or are unable to obtain the health screening and evaluation services for your child. If the waiver indicates that you were unable to obtain the services, then the reasons why should be included in the waiver.

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 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.

Administration of Immunizing Agents (EC 49403, 48980) The District Governing Board is required to cooperate with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children, and may permit any person licensed as a physician and surgeon, any person licensed as a registered nurse, or a licensed healthcare practitioner, as specified, who is acting under the direction of a supervising physician and surgeon, to administer an immunizing agent to a pupil whose parent has consented, in writing, to the administration of the immunizing agent.

Administration of Prescribed Medication: 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 schedules by which the 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. Pupils are permitted to provide diabetes self-care, inhaled asthma medication and auto-injectable epinephrine during school hours if the District receives written statements annually from the parent and the child's physician in the form required by law. (EC 49423.1, 49414.5)

Continued Medication for Non-episodic Condition The parent or guardian of a pupil on a continuing medication regimen for a non-episodic condition is required to inform the school nurse or other designated certificated school employee of the medication being taken, the current

dosage, and the name of the supervising physician. With parental consent, the school nurse may communicate with the child's physician and may counsel with school personnel about the possible effects of the drug on your child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. (EC 49480)

Instruction for Pupils with Temporary Disabilities (EC 48206.3, 48980)

If your child should suffer a temporary disability which makes attendance in 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 school during the school year in which 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 this instruction.

Pupils with Temporary Disabilities: In the event a pupil has a temporary disability and is confined in a hospital or other residential health facility located outside this District, you shall be deemed to have complied with the residency requirements for school attendance in the District where the hospital is located. In such circumstances, it is the responsibility of the parents to notify the school district in which you are deemed to reside of your child's presence in a qualifying hospital. (EC 48207, 48208, 48980)

HOMELESS ASSISTANCE (McKinney-Vento Homeless Education Assistance Act)

The McKinney-Vento Action defines the term "homeless children and youth" as students who lack a fixed, regular and adequate nighttime residence. Students sharing the housing of others, renting a room (doubled up) due to economic hardship; living in motels, hotels, cars or campgrounds due to loss of home or job; living in emergency or transitional shelters or awaiting foster care MAY qualify for additional services.

Your children have the right to:

1. Go to school, no matter where you live or how long you have lived there. Your children must be given access to the same public education, including preschool education, provided to other children.
2. Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
3. Receive transportation to the school they attended before your family became homeless or the school they last attended, if requested and deemed necessary in order for your child to access his or her education.
4. Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
5. Enroll in school without initially giving a permanent address or proof of residency.
6. Enroll and attend classes while the school arranges for the transfer of any documents required for enrollment.
7. Enroll and attend classes in your school of choice and seek to resolve a dispute over enrolling your children.
8. Receive the same special programs and services as provided to all other children who meet the criteria for participation.
9. Receive transportation to school and to school programs if deemed necessary in order for your child to access his or her education.

When you move, you should do the following:

- Inform the school's Office Manager, Registrar, Principal or contact the school district's local liaison for homeless education (714-894-7311 ext. 1068) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school.
- Contact the school and provide any information that will assist the teachers in helping your child adjust to new circumstances.
- If needed, ask the School Officer Manager, the District homeless liaison for homeless education, school community liaison or the shelter provider, or a social worker for assistance with clothing and supplies.

If you need assistance, please call 211 or 1-888-600-4357. This number will link you to where to get a meal, employment resources, shelters, healthcare, substance abuse, and more. Our local Westminster Family Resource Center (WFRC) at 714-903-1331 can also offer assistance with many local resources.

HOMEWORK INFORMATION FOR PARENTS

Homework is an extension of the learning process that takes place during school hours. The school staff has carefully developed plans that meet the specific needs of the pupils. Parent encouragement and assistance is vital to ensure the success of homework. Your child's teacher will suggest appropriate activities that will extend learning in the home. Some relevant and meaningful homework assignments will not require paper or pencil. The Westminster School District's suggested time schedule for homework is:

Grade Level	Average Time Allotment
Kindergarten	10 minutes, 3 days per week
First/Second	20 minutes, 3 days per week
Third	30 minutes, 3 days per week
Fourth	40 minutes, 3 days per week
Fifth	50 minutes, 3-4 days per week
Sixth	60 minutes, 4 days per week
Seventh/Eighth	90 minutes, 4 days per week

If the homework program is to succeed, both teachers and parents must work together when assignments are given. Both should encourage the pupil toward high standards of achievement and prompt completion of the task. Upon request of the parent, or the effect pupil, a teacher shall provide to a pupil in grades 1-12, who has been suspended from school for two or more schooldays, the homework that the pupil would have otherwise been assigned. In order to clarify the relationship of the pupil, parent and teacher regarding homework, the following responsibilities are suggested for each:

1. Responsibility of the pupil:
 - Understand and know how to do the assignment.
 - Have the necessary materials at hand.
 - Take care of, and return to school, books and other materials needed at home.
 - Follow study techniques outlined by the teacher.
 - Apply and practice skills learned in class.

- ♦ Strive for the best quality of work.
 - ♦ Complete and return assignments on time.
2. Responsibility of the parent:
- ♦ Provide the pupil with a quiet place and adequate time to do the homework.
 - ♦ Encourage the pupil to do his/her own work.
 - ♦ Review all homework before returning the work to school.
 - ♦ Monitor the return of homework on time.
3. Responsibility of the teacher:
- ♦ Plan homework related to classroom activities and appropriate for the pupil's maturity, level of learning, and attention span.
 - ♦ Check that pupils understand what is required by the homework assignment.
 - ♦ Monitor completion and accuracy of homework assignments and provide feedback to pupils.
 - ♦ Inform parents when a pupil repeatedly fails to complete homework assignments.

IMMUNIZATIONS

California law requires that pupils be immunized against certain diseases before they can be admitted to school. The following immunizations are required by law for admission to public school.

Polio (4 doses)	3 doses if at least 1 dose was given on or after the 4 th birthday
DTaP (5 doses)	4 doses if at least 1 dose was given on or after the 4 th birthday
Hepatitis B (3 doses)	
MMR (2 doses)	2 doses after first birthday
Varicella (2 dose)	or doctor verification that child has had the disease.

Children younger than seven years must have whooping cough (pertussis) immunization. Pupils entering 7th grade will be required to have proof of Tdap vaccination, after the age of 7, in addition to all the immunizations listed above. The Td booster (tetanus-diphtheria) will not meet the Tdap requirement. All out-of-state entrants in grades 1 through 8 must meet the California immunization requirements listed above.

LANGUAGE ACQUISITION PROGRAMS (EC 310)

The District is required to provide a Structured English Immersion (SEI) program option. If you choose this option your child will be placed in a classroom that uses mostly English for instruction. Our district also offers a Developmental Bilingual program that you may choose for your child. If you choose this option your child will be placed in a classroom that uses English and another language for instruction.

Language acquisition programs are educational programs designed to ensure English acquisition occurs as rapidly and effectively as possible, and provides instruction to English learners based on the state-adopted academic content standards, including English language development (ELD) standards. (EC Section 306[c])

A description of the language acquisition programs provided in the Westminster School District are listed below. Please select the program that best suits your child.

- **Structured English Immersion (SEI) Program²:** 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 a, students are offered ELD and access to grade-level academic subject matter content.
- **Dual-Language Immersion (DLI) Program¹:** Also referred to as **Two-Way Immersion**. A language acquisition program that provides language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding. This program begins in Transitional Kindergarten/Kindergarten (TK/K) and continues to sixth grade.

Parents/Guardians may choose a language acquisition program that best suits their child. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils 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. (EC Section 310[a])

Parents may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. If interested in a different program from those listed above, please contact **the Asst. Supt. of Educational Services** to ask about the process.

Parents of English learners have a right to decline or opt their children out of the school district's language acquisition program or opt out of particular English learner service(s) within a language acquisition program. (20 U.S.C Section 6318[c][A][vii]) However, LEAs remain obligated to provide the student meaningful instruction (5 CCR Section 11302) until the student is reclassified, inform the parent when progress is not made, and offer the parent programs and services to consider at that time.

LOST OR DAMAGED BOOKS

Research shows that educational experiences are enhanced by the opportunity to use standards-based textbooks and library books to supplement the classroom program. We encourage all pupils to check out and read as many books as possible. At the same time, we want pupils to value and assume responsibility for these books.

According to Board Policy 6161.2, if a book is lost or damaged, payment must be made to replace the book. If this occurs, your child will be fined the specific cost of the book. The following are average costs for different types of books. Keep in mind, some books may cost considerably more than the average price. Pupils are encouraged to take care of all borrowed materials and avoid these charges. When the minor and parent are unable to pay for the damages, or to return the property, the school district or private school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. (EC 48904)

Paperback books	\$ 10.00
Permabound (hardback paper) books	\$ 20.00
Hardcover books	\$ 25.00 and up
Encyclopedia volumes	\$ 30.00 and up
Textbooks	\$ 75.00 and up
Student Workbooks	\$ 12.00 and up

MEDICATIONS AND HEALTH SCREENING

Medications

Parents of pupils who must take medication at school (prescription or over the counter) who desire assistance of school personnel must submit a written statement from the physician detailing the amount, method, and time schedule and a statement as to how the District personnel should assist in carrying out the physician's directions. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. Medication should be in the original pharmacy container with the pupil's name and the instructions for administration in English. (EC 49423, EC 49480) Copies of the Medication Administration Form may be obtained at the school sites or on the District website.

Hearing – Every pupil shall be given a screening test for hearing in kindergarten or first grade and in the second, fifth, and eighth grades. Parents may submit a written statement refusing to consent to their child's participation. (EC 49452)

Vision – Every school child upon first enrolling in a California elementary school and at least every third year thereafter until completion of the eighth grade shall have their vision appraised by the school nurse or other authorized person. Color vision shall be tested once and only in male pupils. Evaluation may be waived if parents so desire, after submission of a written statement by a physician, surgeon or optometrist setting out the results of a determination of the child's visual acuity. (EC49455)

Scoliosis — Every seventh-grade girl and every eighth-grade boy shall be given a screening for scoliosis. (EC49452.5) Parents may submit a written statement refusing to consent to their child's participation.

MENTAL HEALTH SERVICES (EC 49428, §§215.5, 48980)

To access available mental health services available through the district or the community, please contact your school administrator or the school's website. The telephone number to reach the National Suicide Prevention Lifeline (1-800-273-8255) and telephone number for the National Domestic Violence Hotline: 1-800-799-7233 is printed on either side of student identification cards.

MISSING CHILDREN

School personnel are required to report missing children to law enforcement agencies in a timely manner.

STATEMENT OF NON-DISCRIMINATION (EC 200,220; Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973).

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

The District does not discriminate on the basis of race, color, national origin, ethnic group identification, religion, sex/gender (gender identity, gender expression), physical/mental disability or immigration status. Please refer to attachment 3 "Know Your Educational Rights" related to immigration. Additional resources for immigration 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 ensure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with the District's policy of nondiscrimination should be direction to the Assistant Superintendent, Human Resources at District Office. A copy of the District's nondiscrimination policy is available from the District Office.

NOTICE OF ALTERNATIVE SCHOOLS (EC 58501)

The law requires the District to provide parents/guardians with a notice of alternative schools. Please refer to Attachment 5 for a copy of the notice specified in Education Code section 58501.

WSD NUTRITION SERVICES

The Nutrition Services Department offers meals to students that offer a variety of nutritious food choices for Breakfast and Lunch. Our meals consist of lean meats, whole grains, fresh whole fruit and vegetables, and low-fat dairy products that abide by strict USDA Nutritional Standards.

California's Universal Meals Program

On July 9, 2021, Assembly Bill (AB) 130 (McGuire) Education Finance: education omnibus budget trailer bill was signed into law by Governor Newsom. Beginning in SY 2022–23, AB 130 establishes a California Universal Meals Program with changes to the state meal mandate and new requirements for high-poverty schools to apply for a federal provision, such as the Community Eligibility Provision. California's State Meal Mandate is expanded to include both a nutritiously adequate breakfast and lunch for, not just needy children, but all children each school day.

For the 23/24 SY, Westminster School District will operate under the Community Eligibility Provision, which allows for all enrolled students in attendance to receive Breakfast and Lunch through our school cafeteria at **NO COST!** Free & Reduce Meal applications will not be collected or required for students to receive the free meal.

Meal Service Routines for Breakfast & Lunch

- Meals will be available to students in attendance at the school cafeteria.
- Please check with your school office to verify your child's Breakfast and Lunch times.
- Meal Service Menus will be available online at www.wsdnutrition.com.
- Students will need to use their Student ID# at the Point-of-Sales system.
- For your child to receive food at no cost, a full reimbursable meal (per USDA Guidelines) must be taken each time.
- For a reimbursable meal, each student must take 3 different items or components from a choice of Whole Grain entrées, Meat or Meat Alternatives, Fresh Fruits and Vegetables, Milk, and/or 100% Juice. 1 of the 3 items must be a Fruit or Vegetable.
- Single item sales are available upon request by parent or guardian. Student Accounts will incur a charge for items taken that do not qualify as a reimbursable meal. Please

Wellness Policy

The Westminster School District Governing Board recognizes the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school. To support that commitment, our District Wellness Policy regulates the following areas of student health and wellness on our school campuses: fundraisers, vending machines, school stores, snack bars, school parties and rewards at school. A copy of our Wellness Policy is posted on our website at www.wsdnutrition.com

For all other questions or concerns, please contact us directly...

Address: Nutrition Services Office Located @ Stacey Middle School
6311 Larchwood Drive, Huntington Beach, CA 92647
Phone: 714-893-3865

This institution is an equal opportunity provider.

PARENT INVOLVEMENT (BP 6020)

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parental involvement in the education of their children contributes greatly to pupil achievement and a positive school environment. The Superintendent or designee 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. All of our schools have a duty to communicate frequently with the home and to help parents/guardians develop skills and family management techniques which support classroom learning. Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Governing Board encourages parents/guardians to serve as volunteers in the schools and to attend pupil performances and school meetings and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles. School plans shall delineate specific measures that shall be taken to increase involvement with their children's education, including measures designed to involve parents/guardians who face cultural, language or other barriers which may inhibit their participation.

Title I Schools: The parents/guardians of children enrolled in Title I programs shall be involved in planning, designing, and implementing Title I programs in a systematic, ongoing informed and timely fashion. They shall have regular opportunities to make recommendations based on the educational needs of their children. Title I programs shall provide identified pupils with supplementary services designed to instruct them in the District's core curriculum and improve their achievement in basic and advanced skills. The District shall provide these services, including reading instruction, on the basis of individual pupil needs identified annually and assessed with objective educational criteria.

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

Through consultation with parents/guardians, the District shall annually assess the effectiveness of parental involvement and determine what action needs to be taken, if any, to increase parental participation.

PERSONAL PROPERTY

The District assumes no liability and is not responsible for loss, damage, or theft of personal property brought onto campus. If a pupil is observed using an electronic device (including but not limited to cell phones, iPods, MP3 players, cameras, radios, CD/DVD and video game players) during school hours, or if it results in disruption of the instructional process, the device may be confiscated. The school does not assume liability for safekeeping of any personal property. The District is not responsible for any device or personal property that is lost, stolen or damaged, even after it is confiscated.

PESTICIDE APPLICATION NOTIFICATION (EC17612, 48980.3)

The Healthy Schools Act of 2000 was signed into law in September 2000 and requires that all schools provide parents or guardians with written notification of expected pesticide use on school sites. This notification identifies the active ingredient or ingredients in each pesticide product and includes the Internet address <http://www.cdpr.ca.gov> for further information on pesticides and their alternatives.

Parents or guardians may request prior notification of individual pesticide applications at their child's school site. Beginning October 2002, people listed on this registry will be notified at least 72 hours before pesticides are applied. If you would like to be on the registry to be notified every time we apply a pesticide at your child's school, please send your name, address and the name of your child's school to: Westminster School District, Grounds Department, 14121 Cedarwood ST., Westminster, CA 92683.

When circumstances require, the Westminster School District may need to apply one or more of the following pesticides (listed with the active ingredient(s)) at schools during the year.

Answer Gopher Bait, Dphacinone; **Demon WP**, Sypermethrin; **Fumitoxin Tablets**, Aluminum Phosphade; **Fusilade II**, Fluazifop-P-butyl, Butyl @-2-[4-{5-(trifluoromethyl)-2-pyridinyl} oxy phenoxy] propanoate; **Omega-Grain Bait**, Strychnine Alkaloid NXF; **PT Alpine**, Dinotefurath; N-methyl-N[(tetrahydro-3-furanyl)methyl] guanidine; **Real-Kill Indoor Fogger**, Cypermethrin; **Round-Pro Max**, Glyphosate, N (Phosphonomethyl) Glycine; **Termidor SC**, Fipronil; **Weed and Feed 25-3-5**, 2-4 Dichlorophenoxyacetic

All pesticides are applied by trained personnel in a manner designed to ensure the safety of pupils and school employees. If you have any questions, please contact Brian Johnson, Executive Director of Facilities Planning & MOT at (714) 894-7311, ext. 1120.

PREVENTION PROGRAMS

Students receive skill-based prevention lessons on topics such as positive social skills, coping skills, conflict resolution, resisting peer pressure, problem-solving, bullying and cyber-bullying prevention, suicide prevention, violence prevention, internet safety, drug, alcohol, and tobacco and nicotine use prevention. The curriculum for grades K-1 is Warm Fuzzies, Cold Pricklies; 2nd grade is Pumsy; and 3rd-8th grades are Botvin's Life Skills. The BRAVE program is provided in grades K-6 elementary. Lessons are taught during the regular school day by credentialed teachers and school counselors.

PROMOTION AND RETENTION

Pupils who are at risk of failing to meet academic expectations of the Westminster School District will be identified and have the opportunity to participate in intervention programs to assist the pupil in overcoming his/her academic deficiencies. Such programs may include but are not

limited to tutorial programs, after-school programs, summer school programs, and/or the establishment of a pupil study team. Parents will be notified as early in the school year as possible with an opportunity to consult with the principal and teacher(s) if retention is being considered as a possible intervention.

PUPIL RECORDS (EC 49063)(BP5125)

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

Responsible Officials: Your child's principal is responsible for the maintenance of pupil records located at your child's school. For pupil records maintained at the District office, the responsible official is the Executive Director of Accountability and Assessments.

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 interest therefore. For records maintained at your child's school, the log is located in the principal's office.

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 Educational Code section 49076.

Right of Access and Review/Expungement: You have an absolute right to access any and all pupil records related to your child, which are maintained by the District. A homeless child or 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 the Executive Director, Accountability and Assessments. 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 the 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) unsubstantial personal conclusion or inference, 3) 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 1-9 pages at \$.20 per page, single-sided, 10 pages or more, single-sided is \$5.00 flat rate plus \$.20 each additional page over 10. Copies of audio tape recordings are \$3.50 each.

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 US Department of Education, concerning an alleged failure by the District to comply with the provisions of the US Family Educational Rights and Privacy Act (20 USC 1232g)

Statement or Response to Disciplinary Action: 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.

Release of Directory Information (EC 49073): The District has designated the following items as "Directory Information" means one or more of the following items: pupil's name, address, telephone number, e-mail address, date of birth, dates of attendance, and the most recent previous public or private school attended by the pupil. The District has determined that the following individuals, officials, or organizations may receive directory information: individuals with legitimate educational interests, including school officials and staff; schools of intended enrollment; specified federal, state and local officials; county child welfare workers; emergency workers; agencies who provide financial aid and accrediting associations. A log of those who request access to records is kept in each school office. (EC 49073, 49076) Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but not limited to, companies that manufacture class rings or publish yearbooks; a playbill showing your pupil's role in a drama production; honor roll or other recognition lists; graduation programs and sports activity sheets. No information may be released to a private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, radio and television stations. No directory information regarding your child may be released if you notify the District that the information may not be released. Please submit a written notice to the principal of your child's school if you wish to deny access to directory information concerning your child. 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.

Release of Information to Military Recruiters (20 USC §7908) United States law requires school districts to provide, on a request made by military recruiters or an institution of higher education, access to the names, addresses and telephone numbers of secondary school pupils. Parents have the right to request that such information not be released without prior written consent. Please submit a written notice to your child's school Principal if you wish to deny access to this information.

Destruction of Pupil Records The Governing Board of the District is required to retain indefinitely the original or an exact copy of the 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 that personally identifiable information is no longer needed, 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, 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).

SCHOOL ACCOUNTABILITY REPORT CARD (EC 35256, 32286)

Westminster School District issues a School Accountability Report Card (SARC) annually for each school in the district. A copy is available from the principal or you may access it on the internet through our website at www.wsdk8.us. The SARC also includes, but is not limited to, assessment of school conditions specified in California Education Code section 33126. The SARC also includes key elements of the school's annual safety plan. Parents/guardians will receive written notification by November 15th if their child's school is selected to participate in the Immediate Intervention/Underperforming Schools Program due to its below average performance.

SCHOOL PREMISES

All visitors will be required to register with the principal or designee before entering school grounds. The Governing Board has adopted and enforces a tobacco-free campus policy. The policy prohibits the use of tobacco products, at any time, in District-owned or leased buildings, on District property and in District vehicles.

SEXUAL HARASSMENT (BP 5145.7) (EC 231.5, 48980; 5CCR 4917)

The Governing Board is committed to maintaining a learning environment that is free of harassment and prohibits the unlawful sexual harassment of any pupil by any employee, pupil, or other person at school or at any school-related activity. Sexual harassment of pupils is an act of discrimination and violates Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, regulatory guidelines of the Equal Employment Opportunity Commission, California law and District Board Policy. Any pupil who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, (2) submission to, or rejection of, such conduct by an individual is used as the basis for an employment decision or academic decision affecting that person, or 3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Pupils shall be assured that they need not endure any form of unwelcome sexual behavior or communication and need not endure, for any reason, any harassment which impairs the educational environment or a pupil's emotional wellbeing at school.

The Board encourages pupils and staff to immediately report incidents of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures privacy of all parties concerned. In no case shall the pupil be required to resolve the complaint directly with the offending person. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

SPECIAL EDUCATION

Both California and United States law require that a free appropriate public education (FAPE) in the least restrictive environment (LRE) be offered to qualified pupils with disabilities. Information on pupil eligibility, procedural safeguards, and additional matters is available from Student Services. (EC56000 et seq.; 20 USC 1401 et. seq. 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 Student Services at (714) 894-7344. (EC56300, 56301) Parents of children ages 0-21 years have the right to request an educational assessment to determine eligibility for special education by contacting their principal if the parent believes the pupil is not making appropriate progress (EC 56301). The West Orange County Consortium for Special Education (WOCCSE) has established written policies and procedures for seeking out all individuals with exceptional needs consistent with EC 56330, Code of Federal Regulations § 121a, 504. Special Education is instruction, provided at no cost to the parent, designed to meet pupils' exceptional needs. It is an integral part of our educational program and promotes interaction between handicapped and non-handicapped pupils. These pupils shall be grouped according to their instructional needs. (Individuals with Disabilities Act (IDEA) A pupil shall be referred for special education instruction and services only after the resources of the regular education program have been considered and used. No pupil may receive an individual psychological evaluation or be placed in a special education program without written parental permission and without a conference about any test results. If appropriate programs are unavailable in the district, the parent may appeal the placement, have private diagnosis, or request services in a private, non-sectarian school. (EC56031, 56303)

The Westminster School District complies with Section 504 of the Rehabilitation Act of 1973 which is a list of rights granted by federal law to pupils with disabilities and their parents. Under this act, parents have the right to:

- (1) have their child take part in public education programs without discrimination because of his or her handicapping conditions;
- (2) have the school district advise them of their rights;
- (3) receive notice of their child's identification, evaluations and placement, and examine all relevant records;
- (4) have their child receive a free, appropriate public education (FAPE) in the least restrictive environment (LRE). This includes the right to be educated with non-handicapped students to the maximum extent appropriate and to have the district make reasonable accommodations to allow their child an equal opportunity to participate in school-related activities;
- (5) have their child educated in facilities and receive services comparable to those provided non-handicapped pupils;
- (6) have evaluation, educational, and placement decisions made based on a variety of information sources, and by persons knowledgeable about the pupil, evaluation date, and placement options;
- (7) have periodic evaluations and/or a re-evaluation before any significant changes in services;

- (8) obtain copies of records at a reasonable cost unless the fee would effectively deny access to the records;
- (9) request amendment of their child's educational records if there is reasonable cause to believe they are inaccurate, misleading or otherwise in violation of the privacy rights of the child;
- (10) request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program or placement. The parent and pupil may take part in the hearing and have an attorney represent them. A request for a mediation hearing must be made within 30 calendar days of the date of the notification of the district decision;
- (11) file a grievance with the school district over alleged violation of Section 504 regulations. Any individual, public agency, or organization may file a written complaint with the State Superintendent of Public Instruction with a copy to the district alleging a matter which, if true, would constitute a violation by that public agency of federal or state law regulation governing special education and related services. (CAC 3081a (2) CFR 34 §104.32, 104.36)

The Westminster School District does not release education records of special education pupils to other agencies without prior consent of the parent. (EC 56515)

STUDENT ACCIDENT INSURANCE/HEALTH INSURANCE

Student Accident Insurance: The Westminster School District **does not provide medical, accident or dental insurance** for pupils injured on school premises or through school activities. In accordance with Education Code Section 49472, the District is making available a low-cost medical/dental accident insurance program. The purpose of these plans is to provide assistance at a minimum cost to meet some of the expenses for accidental injury.

There are two levels of benefits available. The "High Option" level of benefits is recommended if your child has no family coverage or if your private coverage has a high deductible. All plans are available on a "School Time" or "24-Hour" (all day, every day) basis and can **cost as little as \$14 (one-time annual payment)**. Please visit your child's School Office to obtain a detailed brochure/application, or you may obtain one and sign up online at www.peinsurance.com/signup/ (click "Products", then "Student Insurance"). Please read the Student Benefits Plan Brochure to select the plan that best meets your needs. *The plans pay the first \$500.00 in benefits in addition to other insurance, which can help you meet your primary insurance deductibles and/or co-payments.* Since the district does **NOT** provide medical/dental accident insurance, we urge that serious consideration be given to the programs. To purchase the plan, fill in the application, enclose payment, and follow the instructions on the brochure. If you have further questions, please call Pacific Educators, Inc., at (800) 722-3365 or (714) 639-0962.

All Plans Are A **ONE-TIME ANNUAL** Payment

Options	Low	High
At School Plan		
Grades PK-8	\$14.00	\$28.00
Grades 9-12	\$27.00	\$57.00
24-Hr-a-Day Plan		
Grades PK-8	\$79.00	\$166.00
Grades 9-12	\$96.00	\$197.00
Optional Dental	\$8.00	

Health Insurance Plans: Pacific Educators can now assist people in applying for health insurance plans that meet the guidelines of the **Affordable Care Act** and help you avoid potential tax penalties. These penalties will be increasing each year from 2014-on. Some may **qualify for tax savings and government assistance**. We will be happy to help you get all the potential assistance/subsidies you are eligible for. Please call the number below or visit our website at www.peinsurance.com (click "products" then "health insurance"). If you have further questions, please call Pacific Educators, Inc., at (800) 722-3365 or (714) 639-0962.

STUDENT CONDUCT

Every teacher in the Westminster School District shall hold pupils responsible for their conduct on the way to and from school, on the playground, or at recess. (EC 44807) Furthermore, pupils must attend school punctually and regularly, conform to school regulations, obey promptly all directions of his/her teacher and others in authority, observe good order and propriety of department, be diligent in study, be respectful to teachers and others in authority, be kind and courteous to schoolmates, and refrain entirely from the use of profane and vulgar language. (EC 48908, CCR 5 §300)

SURVEYS

In compliance with Education Code Section 51513 and the Protection of Pupil Rights Amendment (PPA), districts may not administer exams, surveys, or questionnaires containing questions about a pupil's or his/her family's personal beliefs or practices in sex, family life, morality and religion unless the pupil's parents/guardian has provided prior written permission.

In addition, federal law gives parents/guardians and pupils who are 18 or older other rights regarding the school district's conduct of surveys. These include the right to prior inspection and consent to federally funded surveys concerning "protected information". If the U.S. Department of Education funds a survey in whole or in part, the parent/guardian must consent in writing before the pupil may provide information regarding: (20 USC 1232h)

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

The District, in consultation with parents, will develop and adopt policies regarding these rights and pupil confidentiality in the administration of protected information surveys. Parents/guardians will be directly notified through U.S. Mail or email prior to participation in the specific activities or surveys noted below and will be given an opportunity, upon request, to inspect the survey as well as to opt his or her child out of participation in the specific activity or survey.

TECHNOLOGY RESPONSIBLE USE POLICY (RUP) FOR STUDENTS

The Westminster School District recognizes the value of computers and other electronic technology to transform student learning. The district network and internet connections are provided as tools to promote opportunities for personal learning pathways, while discovering, communicating, collaborating, and solving meaningful, authentic problems for students and staff. Due to its open nature, there is material available on the Internet that is inappropriate for use at school.

It is the district's intent to protect students from inappropriate content by:

- *meeting or exceeding all state and federal guidelines in filtering content from Internet websites;*
- *requiring staff supervision and monitoring of student Internet use;*
- *directing each student to accept personal responsibility for using technology devices and internet resources appropriately.*

As part of the WSD instructional program, all WSD students are assigned a Google account. The account is specific to the Westminster School District. Elementary students do not have email enabled for their accounts. Middle school students do have email enabled. Student Internet use is closely monitored within the WSD network for security. However, WSD Google accounts can be used outside of the district network. There are sites and applications that do not require an active account creation confirmation process. An active account creation confirmation process can require that all new accounts be verified by email or by text. If a website or an application does not send a confirmation, the account is created automatically. Students do not have access to social media sites on our network or district Chromebooks so they won't be able to log into their social media accounts. These sites are blocked by GoGuardian web filter. All WSD students receive technology safety training using the Digital Citizenship curriculum so that they understand privacy and security guidelines for the Internet. Please monitor your child's access to all devices and application use, especially social media. Thank you for your support of our district programs. **Note:** please review the Responsible Use Policy (RUP) located in the First Day Forms Packet. It provides guidance for social media, spells out who has email access (middle school students), and posting pictures online under Safety & Privacy. Thank you for your support of our district programs.

Parents

Please help us teach your children to use technology systems properly by discussing the information in this document and by encouraging them to follow the rules at all times. Teachers may provide additional information regarding the specific software and technologies that will be used at school this year.

The following expectations apply to everyone using District technology devices and Internet. Students may access the computer network only for purposes authorized by district instructors in accordance with Board policy. Students are responsible for following all requirements specified in this Responsible Use Agreement. Users may not install, remove, or modify equipment on the network. Inappropriate use may result in the cancellation of the child's privileges, disciplinary action and/or legal action.

Privacy

The District respects the individual privacy of its employees and students. However, this privacy does not extend to District computer systems. To ensure proper use, the District may monitor its technology devices at any time without advance notice or consent. Network administrators may review and/or remove files and communications to maintain system integrity and ensure that users are behaving responsibly. Students should not expect that files they have stored on district servers or network attached devices will always be private.

Responsible Use of Network

I understand that I am personally responsible for following district and school rules while using the District's computer network. To insure that users are acting responsibly, they must understand that everything that happens on the school network, including student files and messages, may be reviewed at any time and is NOT private. While the District will take reasonable steps to restrict access to such material (including the use of an Internet content filter), it is impossible to guarantee that such access cannot or will not be gained. It is the student's responsibility to follow the guidelines for appropriate use.

Responsible Use

Network

- I understand that exploration of the Internet is limited to sites and information as recommended by teachers and related to their coursework.
- I will not use the school network to download games, music, videos or other files not needed for school work.
- I understand that everything that happens on the school network may be reviewed at any time and is NOT private.

Passwords

- Westminster School District has a local area network (LAN) that services the schools. Each user will have an individual password provided by the district. Passwords must be protected as private information.

Digital Citizenship

- I will always use proper and respectful behavior, exhibiting digital citizenship and Internet safety.
- If I see something that is inappropriate or offensive, I will tell a teacher or school administrator.
- I will not use the District's computer systems for anything illegal.
- I will not swear, use threatening, obscene, or other offensive language.

Plagiarism

- I understand that America's copyright laws protect artists, musicians, and writers. If I use pictures or words from a webpage, I will cite or reference the source by author, sources, date of publication, and/or Website link.

Social Media

- Students will access social media sites (including chat rooms, blogs, Wikis, YouTube, photo sites) during the school day ONLY when specifically directed by their teachers for academic purposes.
- I will not use the district's computer system to bully a person, by sending messages of an intimidating or threatening nature.
- I will not respond to any messages that are mean or make me feel uncomfortable. If I receive a message like this, I will tell a school official right away.

Email

- Only Middle School (grades 6-8) students will be assigned an email address that is specific to him/her and part of the school's private intranet. Any email sent by the student will automatically include the homeroom teacher as one of the recipients. This email address is used by students only to communicate about school projects and academic topics.

Safety & Privacy

- I will not attempt to bypass the District's safety and security systems.
- I agree to never meet with someone I have met online, without parental permission.

- I will not reveal online my name or anything personal about myself, my family, or anyone else without direction from my teacher. I understand that personal information includes pictures, address, telephone number, school address, work address, and so on.
- I will not share my passwords with anyone, including friends. It is understood that parents may have passwords.
- I will not post photographs or videos of myself, other students, or teachers on the Internet without permission.

Cell Phones and Other Devices

Students carry cell phones and other devices at their own risk. Misuse of cell phones during the school day will result in consequences outlined in Parent/Students Rights and Responsibilities. The district is not responsible for lost, stolen, or damaged cell phones and other devices.

Responsible Use

- I understand that cell phones must be muted during the instructional school day except when used for a valid instructional or school-related purpose as determined by the teacher.
- I understand that students may use cell phones BEFORE and AFTER school ONLY.
- I understand that I may use cell phones and/or the school land-line phones in an emergency.
- I will not bring iPods or any other electronic device to school without the school's permission.
- I will never use a cell phone during the school day inside school buildings, classrooms, or offices, including restrooms without permission from a district employee.
- I will never use a cell phone during school assemblies and other special events.
- I will never take any pictures using a cell phone or camcorder at school that infringes on the privacy rights of another person.

Policy and Administrative Procedures: The district publishes the policies related to use of technology approved by the Board and the related rules and procedures. You may read or print copies from the website at: <http://www.wsdK8.us>

UNIFORM COMPLAINT PROCEDURE (5 CCR 4622)

The District has adopted policies and procedures for the filing, investigation and resolution of complaints regarding alleged violations of federal and state law or regulations governing educational programs, including allegations of unlawful discrimination. A copy of the District's Uniform Complaint Procedures is available on the district's website at www.wsdK8.us. Please refer to Attachment #1 which is the District's Notice of Uniform Complaint Procedures.

VOLUNTEER ASSISTANCE (BP1240)

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with the homes, businesses, industries, public agencies, and private institutions of our community. Volunteers shall act in accordance with District policies, regulations and school rules.

Under the immediate supervision of certificated employees, volunteers may assist in the performance of duties, supervision of students, and in instructional tasks. Individuals who regularly perform one or more hours per week of any specific volunteer service with or around students shall provide evidence that they are free from active tuberculosis. A chest X-ray will be required only if the intradermal tuberculin test is positive.

As a general rule, parent volunteers should make other arrangements for siblings and/or other children when volunteering at school. Younger children and older siblings can be distracting to students, staff and the educational environment of the classroom. In addition, children of volunteers are not covered under insurance if they come to the school site with their parents and an injury could pose a liability issue.

WEAPONS POLICY

More and more, we've been hearing of tragic accidents involving weapons on school grounds across the country. As a parent, you may be one of the only people who can help stop this danger by explaining and enforcing rules, keeping dangerous objects locked up and away from children's reach and understanding our District's policy on weapons possession.

Any pupil who is caught with a weapon on campus, on school property, or at a school-sponsored event may be expelled. A "weapon" is any dangerous object, including, but not limited to: guns, cutting or puncturing devices, explosive and/or incendiary devices, any instrument that expels a metallic projectile (carbon dioxide pressure or spring action) or any sport marker gun. Boy Scout and pocket knives, air rifles, BB and water guns can also be dangerous and are not allowed.

Pupils who bring firearms to school face severe consequences. A firearm is defined as a weapon which has a projectile expelled by gunpowder. Pupils found in possession of a firearm on school campus will be referred to the District's Administrative Hearing Panel and if the Panel determines they brought the firearm to school, the pupil will be expelled from the Westminster School District for a period not less than one year. (Education Code 48915(c) and 48916(a)).

Parents can be held responsible for their children's action, and may be arrested or fined up to \$10,000 for any injury to school employees or damage to school property.

Gun-free School Zone

Prohibits a person holding a valid license to carry a concealed firearm to carry a firearm or ammunition on the grounds of a K-12 school, unless a peace officer or others as specified. Reinstates the 1,000 feet gun-free school zone. (PC 626.9 & 30310)

Uniform Complaint Procedures (UCP) Annual Notice for 2023-2024

Westminster School District

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

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

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

Adult Education	Economic Impact Aid
After School Education and Safety	Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
Agricultural Vocational Education	English Learner Programs
American Indian Education Centers and Early Childhood Education Program Assessments	Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
Bilingual Education	Local Control and Accountability Plans (LCAP)
California Peer Assistance and Review Programs for Teachers	Migrant Education
Career Technical and Technical Education; Career Technical; Technical Training	Physical Education Instructional Minutes (for grades one through six)
Career Technical Education	Pupil Fees
Child Care and Development	Reasonable Accommodations to a Lactating Pupil
Child Nutrition	Regional Occupational Centers and Programs
Compensatory Education	School Safety Plans
Consolidated Categorical Aid	Special Education
Course Periods without Educational Content (for grades nine through twelve)	State Preschool
	Tobacco-Use Prevention Education

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

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

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

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

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

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

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

Title of Compliant Officer: Assistant Superintendent, Human Resources

Address: 14121 Cedarwood St., Westminster, CA 92683

Phone: 714.894.7311, ext. 1160

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

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

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

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 officials 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:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

STATUTORY ATTENDANCE OPTIONS

Prepared by the California Department of Education

CHOOSING YOUR CHILD'S SCHOOL

A Summary of School Attendance Alternatives in California

California law [EC § 48980(h)] requires all school boards to inform each pupil's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Pupils that attend schools other than those assigned by the districts are referred to as "transfer pupils" throughout this notification. There is one process for choosing a school within the district which the parents/guardians live (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

Choosing a School Within the District in Which Parents/Guardians Live

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

- Pupils who live in the attendance area of a school must be given priority to attend that school over pupils who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means pupils must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a pupil's academic or athletic performance as a reason to accept or reject a transfer.
- Each district must decide the number of openings at each school which can be filled by transfer pupils. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a pupil that transfers to another school in the district under these provisions.
- If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

Choosing a School Outside the District in Which Parents/Guardians Live

Parents/guardians have four different options for choosing a school outside the district in which they live. The three options are described below:

1. Interdistrict Transfers

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

- If either district denies a transfer request, a parent/guardian may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.
- No district is required to provide transportation to a pupil who transfers into the district.

2. Parental Employment Transfers (Discretionary)

The law (EC §48204(b)) provides that a school district may deem a pupil as having complied with the residency requirements for school attendance if one or both parents/guardians of a pupil are physically employed within the boundaries of the district for a minimum of 10 hours during a school week, or if a pupil lives at their parent/legal guardian's placement of employment outside of the boundaries of their school district of residence for a minimum of 3 days during the school week. A school district is not required to accept a pupil requesting a transfer on this basis, but a pupil may not be rejected on the basis of race, ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of the EC § 48204(b) includes:

- Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if it is determined that there would be a negative impact on the district's court-ordered or voluntary desegregation plan.
- The district in which the parent/guardian works may reject a transfer if it determines that the additional cost of educating the pupil would be more than the amount of government funds the district would receive for educating the pupil.
- There are set limits (based on total enrollment) on the net number of pupils that may transfer out of a district in any school year, unless the sending district approves a greater number of transfers.
- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a pupil is encouraged to identify, and communicate in writing to the parent/guardian the specific reasons for denying the transfer.
- Once a pupil is deemed to have complied with the residency requirements for school attendance based on one or both parents or guardians being employed within the boundaries of the district and the pupil is enrolled in a school in a school district whose boundaries include the location where one or both parents of the pupil is employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the district shall allow the pupil to attend school through the 12th grade in that district if one or both of the pupil's parents or guardians continues to be employed within the attendance boundaries of the school district, subject to certain conditions.

3. Districts of Choice (Discretionary)

The law (EC §§48300 through 48318) allows each school district to become a **"district of choice"** --that is, a district that accepts transfer pupils from outside the district under the terms of a resolution. A school board that decides to become a **"district of choice"** must determine the number of pupils it is willing to accept in this category each year and make sure that the pupils are selected through a "random and unbiased" process, which generally means a lottery process. Pupils may request transfers into a **"district of choice"** by January 1 of the prior school year.. Other provisions include:

- Either the district of choice or the district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district of residency may also limit the total number of pupils transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- The district of choice may not prohibit a transfer based on the additional cost of educating the pupil but may prohibit a transfer if it would require the district to create a new program, except that a school district of choice shall not reject the transfer of a special needs pupil and an English learner.
- No pupil who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a pupil transferring under these provisions.
- Siblings of pupils already attending school in the **"district of choice"** must be given transfer priority. Children of military personnel may also be given priority.
- A parent/guardian may request transportation assistance within the boundaries of the **"district of choice."** The district may provide transportation only to the extent it already does so.

The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide them with an overview of the laws applying to each alternative. Any parents/guardians, who are interested in securing more information about these options, districts' policies or procedures, and timelines for applying for transfers, should contact their own school district, or the district they may be thinking about transferring into.

Effective: January 1, 2023

Education Code
Title 2. Elementary and Secondary Education
Division 4. Instruction and Services
Part 27. Pupils
Chapter 2. Compulsory Education Law
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, including an absence for the benefit of the pupil's mental or behavioral health. The state board shall update its illness verification regulations, as necessary, to account for including a pupil's absence for the benefit of the pupil's mental or behavioral health within the scope of this paragraph.

(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 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 a religious retreat, 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 of the school district.

(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) For the purpose of participating in a cultural ceremony or event.

(12) 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) For purposes of this section, the following definitions apply:

(1) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(2) "Immediate family" 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 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.

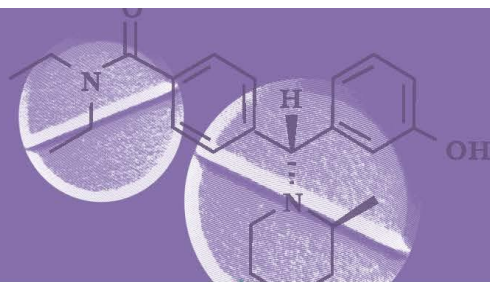
- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.
- 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: February 2021](#)

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®

CS264107C

May 9, 2016

KNOW YOUR OPTIONS

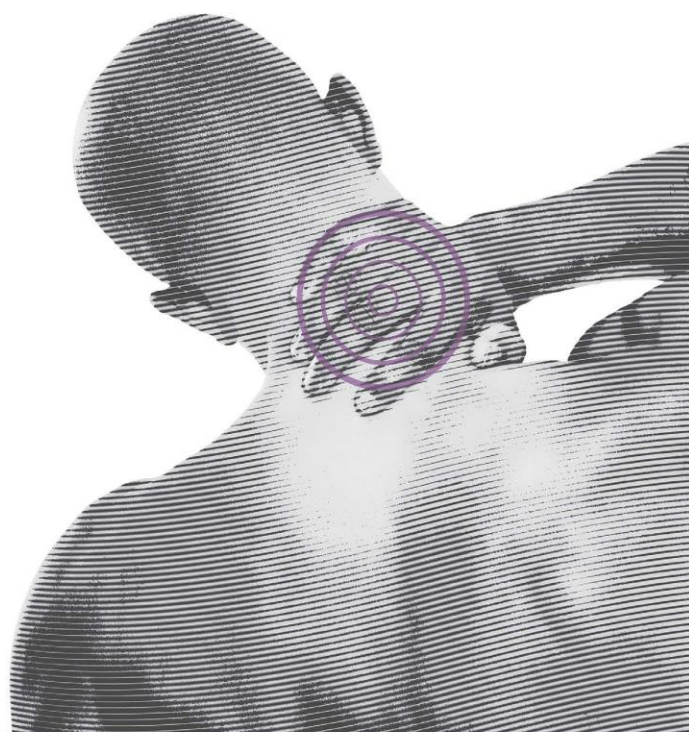
Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options **may actually work better** and have fewer risks and side effects. Options may include:

- ❑ 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).
- ❑ Visit 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.

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.

Firearms Safety Memorandum

To: Parents and Guardians of Students in the Westminster School District

From: Gunn Marie Hansen, Ph.D.

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and remind parents and legal guardians of all students in the Westminster 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 ensure 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.¹
 - **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.²
- 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.³
- 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.⁴

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.

Sincerely,

Gunn Marie Hansen, Ph.D.
 Superintendent
 Westminster School District
 14121 Cedarwood Street
 Westminster, CA 92683

Date published: 07/01/23
 California Department of Education

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

² See California Penal Code section 25100(c).

³ See California Civil Code Section 29805.

⁴ See California Civil Code Section 1714.3.