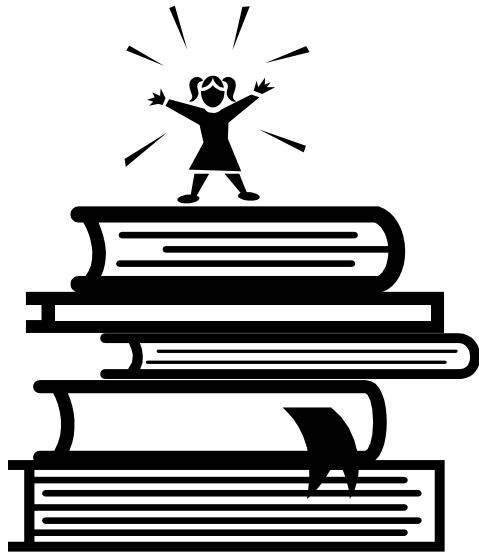


# Orange Unified School District Parent/Pupil Handbook



## 2016-2017

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

# Parent/Pupil Handbook

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

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

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

<http://leginfo.ca.gov/faces/codes.xhtml>

The Orange Unified School District's emergency card contains a section requesting parents to sign regarding the District's rules, regulations, internet use and the posting of pupil pictures on the District website (9<sup>th</sup> -12<sup>th</sup>). Section 48982 of the California Education Code requires parents or guardians to read the California Education Code requirements and then sign the reverse side of the District's emergency cards completed for each pupil. The section is under the category of "Notification of Rights."

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

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

# Orange Unified School District Board of Education

|                                      |                |
|--------------------------------------|----------------|
| Rick Ledesma                         | President      |
| Alexia L. Deligianni- Brydges, Ed. D | Vice-President |
| Kathryn A. Moffat                    | Clerk          |
| John H. Ortega                       | Member         |
| Timothy SurrIDGE                     | Member         |
| Mark Wayland                         | Member         |
| Andrea Yamasaki                      | Member         |

## **Board of Education**

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

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

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

## **A Message from Our Superintendent**

Dear Parents, Guardians, and Students:

It is my pleasure to welcome you to Orange Unified School District for the 2016-17 school year. Whether you are a new or returning student, I wish you and your family the very best for a successful school year.

As many of you may have heard me state, OUSD is a District of Excellence. We are a District of Excellence because of the families whose children attend our schools, the employees entrusted with educating them and our communities. We strive to provide individualized educational experiences for your students to help each achieve their best.

The coming school year will provide more individualized educational opportunities than at any other time in the history of the District. While the shop experiences (wood, metal and home economics) of my youth no longer exist, there are now classes offered in aviation, computer aided design (CAD), finance and business, robotics, marketing, fire science, crime scene investigation, marketing, and film making to name just a few. For a complete list of over 130 course offerings in 15 Career Technical Education (CTE) Sectors go to: [www.orangeusd.org/cte](http://www.orangeusd.org/cte).

In addition to these secondary course offerings, The District is facilitating an expanded elementary music/arts program next year. Upper elementary students and their parents will be able to choose either a yearlong twice-a-week instrumental music course or select to participate in the 21<sup>st</sup> Century Integrated Arts Wheel that encompasses unique offerings such as visual arts, general music, dance, theatre or a Science Technology Engineering Arts Math (STEAM) integration course. For more information on this new visual and performing arts program go to: [www.orangeusd.org/vapa](http://www.orangeusd.org/vapa).

Parental support and participation are essential for maximizing the learning experience of students. I encourage each of you to work in partnership with teachers and principals to provide students with positive educational experiences. Additionally, I urge you to provide input to our annual Local Control Accountability Plan (LCAP) development process by visiting the District website or providing input at your school.

Sincerely,



Michael L. Christensen  
Superintendent of Schools

# Table of Contents

|  |    |
|--|----|
| Introduction .....   | 2  |
| Board of Education.....  | 3  |
| Message From Our Superintendent.....                                 | 4  |
| Table of Contents .....  | 5  |
| Directory of Schools/Sites .....                                     | 7  |
| Pupil Rights and Responsibilities.....                               | 10 |
| Parent Rights .....  | 11 |
| Help Your Child Succeed in School.....                               | 12 |
| School Accountability Report Card .....                              | 12 |
| Graduation Requirements/Standards.....                               | 13 |
| Foster and McKinney-Vento Youth .....                                | 13 |
| College Admission Requirements; Career and Technical Education ..... | 13 |
| Extra-Curricular Activities .....                                    | 15 |
| Middle School Promotion .....  | 15 |
| Retention.....   | 15 |
| Notice of Alternative Schools.....                                   | 16 |
| Homeless/Foster Care Youths.....                                     | 16 |
| Gifted and Talented Education (GATE) .....                           | 17 |
| English Language Learners .....                                      | 17 |
| Pupil Testing.....   | 19 |
| California High School Exit Exam.....                                | 20 |
| Pupil Insurance.....   | 21 |
| Personal Property .....  | 21 |
| Pupil Records.....   | 22 |
| FERPA .....  | 24 |
| Military Recruiter .....   | 24 |
| Opt Out.....   | 25 |
| Transfers – Open Enrollment .....                                    | 26 |
| Attendance/Absence Reporting and Truancy.....                        | 29 |
| Dress Code .....   | 30 |
| Pupil Discipline .....   | 31 |
| Grounds for Suspension and Expulsion.....                            | 31 |
| Mandatory Expulsion Recommendations .....                            | 34 |
| Imitation Firearm .....  | 35 |
| Laser Pointers.....  | 35 |
| Graffiti Implements.....   | 35 |
| Visitation/Parents Suspended Pupils .....                            | 35 |
| Notifications to Law Enforcement .....                               | 35 |

|   |    |
|---|----|
| Notifications to District by Law Enforcement .....                                    | 35 |
| Questioning/Releasing-Law Enforcement .....   | 36 |
| Reporting Student Misconduct to Teachers .....  | 36 |
| Comprehensive School Safety Plans .....   | 36 |
| Abandoned Newborn .....   | 36 |
| Transportation Bus/Regulations .....  | 36 |
| Transportation Fee Program .....  | 38 |
| Uniform Complaint Procedure .....   | 38 |
| Child Abuse Reporting.....  | 42 |
| Sexual Harassment.....  | 42 |
| Title IX Federal Regulations.....   | 45 |
| Every Student Succeeds Act.....   | 45 |
| Electronic Network Obligations and Responsibilities/<br>Acceptable Use Agreement..... | 46 |
| District Emergency Information Cards.....   | 48 |
| Special Education Programs.....   | 49 |
| 504 Plan.....   | 50 |
| Health Services and Health Related Instruction .....                                  | 50 |
| Physical Examinations .....   | 50 |
| Immunizations.....  | 50 |
| Communicable Diseases .....   | 51 |
| Administration of Medicine .....  | 51 |
| Continuing Medication.....  | 52 |
| Confidential Medical Service.....   | 52 |
| Release of Medical Information.....   | 52 |
| Instruction for Temporary Disabled.....   | 52 |
| Resuscitation Orders.....   | 52 |
| Human Reproduction.....   | 52 |
| Family Life, Sex Education and Abstinence Education.....                              | 52 |
| AIDS Prevention Education .....   | 53 |
| Drug Education.....   | 53 |
| Alcohol, Tobacco, Drug Free Schools .....   | 53 |
| Nutrition Services.....   | 53 |
| Pesticides .....  | 54 |
| Additional Mandatory Notifications .....  | 55 |
| An Important Message to all Parents/Guardians .....                                   | 60 |
| Index.....  | 61 |

## Boundaries/Maps/School Information

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

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

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

## Directory of Schools/Sites

### Elementary School Listing

#### **Anaheim Hills**

6450 E Serrano Ave., Anaheim 92807      997-6169      Fax: 921-0584

#### **California**

1080 N California St., Orange 92867      997-6104      Fax: 532-4753

#### **Cambridge**

425 N Cambridge St., Orange 92866      997-6103      Fax: 532-4754

#### **Canyon Rim**

1090 S. The Highlands Dr., Anaheim 92808      532-7027      Fax: 281-0418

#### **Chapman Hills**

170 N Aspen St., Orange 92869      532-8043      Fax: 289-0302

#### **Crescent**

5001 Gerda Dr., Anaheim 92807      997-6371      Fax: 997-6260

#### **Esplanade**

381 N Esplanade St., Orange 92869      997-6157      Fax: 532-6369

#### **Fairhaven**

1415 E Fairhaven Ave., Santa Ana 92701      997-6178      Fax: 532-8073

#### **Fletcher**

515 W Fletcher St., Orange 92865      997-6181      Fax: 921-9155

#### **Handy**

860 N Handy St., Orange 92867      997-6183      Fax: 532-6368

#### **Imperial**

400 S Imperial Hwy., Anaheim 92807      997-6282      Fax: 921-9098

#### **Jordan**

4319 E Jordan Ave., Orange 92869      997-6187      Fax: 532-6360

#### **La Veta**

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

#### **Lampson**

|                         |  |          |               |
|-------------------------|--|----------|---------------|
|                         | 13321 Lampson Ave., Garden Grove 92840     | 997-6153 | Fax: 971-8516 |
| <b>Linda Vista</b>      | 1200 N Cannon St., Orange 92869            | 997-6201 | Fax: 532-5705 |
| <b>McPherson* K-8th</b> | 333 S. Prospect St., Orange 92869          | 997-6384 | Fax: 628-4321 |
| <b>Nohl Canyon</b>      | 4100 Nohl Ranch Road, Anaheim 92807        | 997-6203 | Fax: 637-2946 |
| <b>Olive</b>            | 3038 N Magnolia Ave., Orange 92865         | 637-8218 | Fax: 637-8237 |
| <b>Palmyra</b>          | 1325 E Palmyra Ave., Orange, CA 92866      | 997-6207 | Fax: 532-5704 |
| <b>Panorama</b>         | 10512 Crawford Cyn Rd., Santa Ana 92705    | 997-6265 | Fax: 771-3402 |
| <b>Prospect</b>         | 379 N Virage St., Orange 92869             | 997-6271 | Fax: 532-4092 |
| <b>Running Springs</b>  | 8670 E. Running Springs Dr., Anaheim 92808 | 281-451  | Fax: 281-5048 |
| <b>Serrano</b>          | 17741 E. Serrano Ave., Villa Park 92861    | 997-6275 | Fax: 637-2051 |
| <b>Sycamore</b>         | 340 N Main St., Orange 92868               | 997-6277 | Fax: 532-5896 |
| <b>Taft</b>             | 1829 N. Cambridge St., Orange 92865        | 997-6254 | Fax: 997-6259 |
| <b>Villa Park</b>       | 10551 Center Dr., Villa Park 92861         | 997-6281 | Fax: 532-5895 |
| <b>West Orange</b>      | 243 S Bush St., Orange 92868               | 997-6283 | Fax: 532-5894 |

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

## Middle School Listing

|  |  |          |               |
|--|--|----------|---------------|
| <b>Cerro Villa</b>                             | 17852 E. Serrano, Villa Park 92861         | 997-6251 | Fax: 921-9331 |
| <b>El Rancho Charter</b>                       | 181 S Del Giorgio, Anaheim 92808           | 997-6238 | Fax: 281-8791 |
| <b>Portola 6<sup>th</sup> - 8<sup>th</sup></b> | 270 N Palm Dr., Orange 92868               | 997-6361 | Fax: 978-0274 |
| <b>Santiago Charter</b>                        | 515 N. Rancho Santiago Blvd., Orange 92869 | 997-6366 | Fax: 532-4758 |
| <b>Yorba * 6<sup>th</sup> - 8<sup>th</sup></b> | 935 N Cambridge St., Orange 92867          | 997-6161 | Fax: 532-4759 |

Note: \* Emphasis in the Arts.

## High School Listing

|                  |                                    |          |               |
|------------------|------------------------------------|----------|---------------|
| <b>Canyon*</b>   | 220 S Imperial Hwy., Anaheim 92807 | 532-8000 | Fax: 921-0278 |
| <b>El Modena</b> | 3920 Spring St., Orange 92869      | 997-6331 | Fax: 997-0705 |
| <b>Orange</b>    | 525 N Shaffer St., Orange 92867    | 997-6211 | Fax: 633-6460 |



**Richland Continuation**

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

**Villa Park**

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

***\*International Baccalaureate*****Other District Schools/Facilities****Canyon Hills School**

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

**Career Education Center**

250 S Yorba St., Orange 92869 628-5464 Fax: 997-6035

**Community Day School**

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

**District Office**

1401 N Handy St., Orange 92867 628-4000

**Maintenance and Operations**

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

**Transportation:**

726 W. Collins Ave., Orange 92868

**Bus Passes** 538-8295 Fax: 639-1100**Business Office** 997-6244 Fax: 639-1100**Dispatch Office** 997-6357 Fax: 639-6748**Other Important Phone Numbers**

|  |          |               |
|--|----------|---------------|
| Superintendent of Schools                  | 628-4487 | Fax: 628-4041 |
| Assistant Superintendent-Business Services | 628-4479 | Fax: 628-4046 |
| Deputy Superintendent-Educational Services | 628-4466 | Fax: 628-4056 |
| Assistant Superintendent-Human Resources   | 628-5515 | Fax: 628-4006 |
| Executive Director-Elementary Education    | 628-4463 | Fax: 628-4056 |
| Executive Director-Secondary Education     | 628-4467 | Fax: 628-4056 |
| Coordinator-Alternative Education          | 628-5479 | Fax: 538-8941 |
| American Indian Education                  | 628-4419 | Fax: 532-8068 |
| Athletics/Use of Facilities                | 628-4345 | Fax: 628-4417 |
| Child Care                                 | 628-5360 | Fax: 771-7984 |
| Certificated Personnel Director            | 628-5515 | Fax: 628-4006 |
| Classified Personnel Director              | 628-5516 | Fax: 628-4006 |
| Community Day School                       | 628-5479 | Fax: 538-8941 |
| Curriculum                                 | 628-5451 | Fax: 628-4085 |
| District Registrar                         | 628-5424 | Fax: 628-4061 |
| Educational Technology                     | 628-4110 | Fax: 628-4056 |
| 504 Plan                                   | 628-4080 | Fax: 628-4106 |
| Foster Youth Liaison                       | 628-4080 | Fax: 628-4061 |
| Gifted and Talented Education              | 628-5451 | Fax: 997-6035 |
| Health Services                            | 628-5560 | Fax: 628-4224 |
| Home/Hospital Program                      | 628-5469 | Fax: 538-8941 |
| Homeless Liaison                           | 628-5405 | Fax: 649-4096 |
| Home Schooling                             | 628-5479 | Fax: 538-8941 |

|                                   |                              |               |
|-----------------------------------|------------------------------|---------------|
| Independent Study                 | Contact School of Attendance |               |
| Inter-district Transfers          | 628-5424                     | Fax: 628-4061 |
| Language Assessment Center        | 997-6177                     | Fax: 532-8068 |
| Accountability & Special Programs | 628-5405                     | Fax: 628-4096 |
| Nutrition Services                | 997-6354                     | Fax: 997-6149 |
| Orange Pre-K /Special Education   | 997-6202                     | Fax: 997-6270 |
| Research and Assessment           | 628-5457                     | Fax: 628-4056 |
| Security                          | 997-6396                     | Fax: 532-2589 |
| Special Education                 | 628-5550                     | Fax: 628-4066 |
| Special Programs                  | 628-5405                     | Fax: 628-4096 |
| Student and Community Services    | 628-5424                     | Fax: 628-4061 |
| Substance Abuse (DATE Office)     | 628-5405                     | Fax: 628-4096 |
| Tobacco Education Program         | 628-5405                     | Fax: 628-4096 |
| Transcripts/Records               | 628-5424                     | Fax: 628-4061 |

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

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

## **Pupil Rights and Responsibilities**

### **Pupil Rights**

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

- the maintenance of high educational standards
- a meaningful curriculum and the right to voice opinions in the development of such curriculum
- physical safety and protection of personal property
- safe buildings and sanitary facilities
- consultation with teachers, counselors, administrators, and other staff members
- free election of their peers in the pupil government process and the right to seek and hold office
- democratic representation on administrative committees affecting pupils and pupil rights
- participation in the development of rules and regulations
- see their own personal files, cumulative folders, transcripts, etc., in conformity with provisions of EC §49061-49078
- present petitions, complaints or grievances to school authorities and to receive

- prompt replies
- not be penalized in any way by the school administration for the beliefs they hold provided they do not violate the rights of others
- respect from teachers and administrators, which would exclude their subjection to cruel and unusual punishments
- exercise their constitutionally protected rights of free speech and assembly on their own campus so long as they do not interfere with the operation of the regular school program.

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

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

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

## Parent Rights

### **Rights of Parents and Guardians**

Parents and guardians have the right to be informed by the school and to participate in the education of their children. *Parents and guardians have the right to observe classrooms within a reasonable time of their request. Parents should call ahead and arrange a mutually agreeable time with the principal and teacher. It may be appropriate for an administrator to accompany the visitor. Parents are requested to stay for a reasonable time and honor instructional time by not talking to the teacher or pupils during their visitation. The school reserves the right to reschedule the visitation at their discretion;* volunteer their time and resources; be notified on a timely basis if their child is absent from school without permission; receive the results of their child's performance and the performance of the school on standardized tests; request a particular school for their child and receive a response from the District; have a school environment for their child that is safe and supportive; examine the curriculum materials of their child's classes; be informed of their child's progress in school and of the appropriate staff to contact should a problem arise; access the school records of their child; receive information about the academic performance standards, proficiencies, or skills their child is expected to accomplish; be informed in advance about school rules, including disciplinary rules and procedures in accordance with Section 48980, attendance policies, dress codes, and procedures for visiting the school; receive information about any psychological testing and deny permission to test; participate as a member of a parent advisory committee, school-site council, or site-based leadership team; challenge anything in their child's record and receive a response from the school; and be notified as early in the year as practicable if their child is identified as being at risk of retention and their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain. Annual notification recommended (EC §51101).

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

The District is required to take all reasonable steps to ensure that all parents and guardians of pupils who speak a language other than English are properly notified in English and in their home language under EC § 48985 (15 percent rule) of the rights and opportunities available to them. Rights include being given any required written notification, under any applicable law, in English and the pupil's home language. Under EC § 48985 if 15 percent or more of the pupils

enrolled in a public school that provides instruction in kindergarten to 12, inclusive, speak a single primary language other than English. It encourages schools with a substantial number of pupils with a home language other than English to establish parent centers with staff who can communicate with the parents or guardians (amended by AB 2525, Ch. 896, Statutes of 2004).

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

These helpful hints are presented by parents who have worked with their schools to help in the education of their children. The parents recommend that you make sure your child goes to school every day on time with a breakfast and a good night's sleep; monitor your child's progress by looking at work samples and initialing; return calls from the school; provide a study environment and time for homework; read the school and teacher newsletters; come to events such as parent conferences, "back to school night," and "open house;" support the school's efforts to make your child a responsible citizen; emphasize the importance of doing homework and returning it in a timely manner; emphasize the need to complete all missed assignments and return them to the teacher after an absence; offer to help accompany your child's class on a field trip; volunteer to work for the teacher to help in some way for the school. Check with the school's office for areas needing volunteers. There are jobs that even working parents can help with at your child's school; communicate as needed with your child's teacher. It is best to contact in person. If that is not possible, communicate in writing or by phone; attend school or district sponsored parent workshops; go with your child regularly to the library and read with your child every day; be supportive of your child's teacher; make a routine time and place for homework; provide materials such as paper, pencils, and erasers; encourage your child to make up questions and answer them; look through their books and ask your child to define vocabulary words; stress the importance of responsibility. Give your child things to do, such as chores or jobs; stress the importance of an education. Show your child how your education helps you do everyday tasks. What you value, your child will also value. Let your child help you read recipes, measure, or run a calculator.

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

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

## **School Accountability Report Card**

Each District school site annually prepares a "school accountability report card." The report card provides specific school site information and educational statistics. Copies are distributed to each school and additional copies are available on request. Please contact the individual

school site (EC §35256). Also, individual school accountability report cards have been placed on the District's website at <http://www.orangeusd.org>

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

Graduation from California's public schools implies that the pupil has satisfactorily completed the prescribed courses of study for several grade levels. Has satisfactorily passed any examinations and other requirements set by the faculty, and has completed the standards of proficiency as required by law (EC 51216). Graduation requirements are available at all senior high school sites and can be found on the OUSD website.

### **EC §48980 (e) California High School Exit Exam (CAHSEE)**

Each pupil completing 12th grade is required to successfully pass the California High School Exit Exam, administered under EC 60850 et seq., as a condition of graduation. Each high school will provide notice to families of the date of examination, requirements for passing the exam, and the consequences of not passing the exam.

SB 172 was signed into law on October 7, 2015. This law suspends the administration of the California High School Exit Exam and the requirement that students completing grade twelve successfully pass the CAHSEE as a condition of receiving a high school diploma from the 2015 – 16, 2016 – 17, and 2017 – 18 school years. Students who have met all other high school graduation requirements to receive a diploma for graduation from the Orange Unified School District shall be issued a high school diploma.

### **Foster and McKinney Vento Youth**

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

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

College Admission Requirements: The University of California (UC) and the California State University (CSU) have established common high school course requirements for

undergraduate admission. Pupils who take these courses and meet other specific criteria are eligible to apply and be considered for admission. EC § 51229, 48980

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

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

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

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

CSU: [www.csumentor.edu/planning/high\\_school/subjects.asp](http://www.csumentor.edu/planning/high_school/subjects.asp)

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

A series of courses grouped together integrate academic and technical training to provide students with a pathway to postsecondary education and careers. Some CTE classes stand alone, and others are found in California Partnership Academies, Multiple Pathway programs or Regional Occupational Programs. CTE engages students, increases attendance and graduation rates, helps close the achievement gap, and raises grades. CTE and ROP courses are an integral part of California’s systemic career preparation and workforce development efforts for the secondary education level. High School pupils receive credit toward graduation and may experience on-the-job training at a local business site. For information on secondary course offerings, please contact your high school or OUSD Career Education Center at (714) 628-5464.

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

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

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

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

## **Extra-Curricular Activities**

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

## **Secondary Athletics Participation and Eligibility**

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

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

## **Middle School Promotion**

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

## **Retention**

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

mathematics. Research indicates, and parents and staff concur, that intervention and retention needs to begin as early as possible for the best results.

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

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

## **Notice of Alternative Schools**

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

- a) Maximize the opportunity for pupils to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b) Recognize that the best learning takes place when the pupil learns because of his/her desire to learn.
- c) Maintain a learning situation maximizing pupil self-motivation and encouraging the pupil in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
- d) Maximize the opportunity for teachers, parents, and pupils to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e) Maximize the opportunity for the pupils, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

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

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

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

McKinney Vento Homeless Education: Part of the *No Child Left Behind* (ESSA) Act ESEA, the McKinney Vento Homeless Education act ensures that pupils in non-traditional housing situations (lacking regular, fixed and adequate nighttime residence) have equal access to education. Homeless pupils (preschool through school age) have the following protections



under the law: To go to school no matter where you live; to continue in the school the pupil attended before becoming homeless; to enroll without giving a permanent address; to enroll and attend classes while school arranges for transfer of required school records; to attend school and participate in school programs offered to all pupils; to receive special programs and services as needed. Parents have the right to appeal enrollment decisions.

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

Directory information shall not be released regarding a pupil identified as a homeless child or youth unless a parent or youth accorded parental rights has provided written consent.

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

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

The Orange Unified School District offers qualitatively differentiated programs for students possessing capacity for excellence beyond that of their chronological peers. These programs are available at all levels of the District's curriculum for the purpose of challenging and developing the academic and creative abilities of identified gifted students. Students are universally screened for the Gifted and Talented Education Program at 3<sup>rd</sup> grade. Students in the 4<sup>th</sup>- 6<sup>th</sup> grade may also be referred for testing by teachers, parents and/or administrators. Four (4) GATE Elementary Magnet Programs serve the geographic areas of the District. GATE identified students at our Middle Schools have access to Honors Classes in English, Social Studies, Mathematics and Science. Students are provided cluster group enrichment and accelerated learning activities. Each high school also offers Honors Classes in English, History, Science and Mathematics. In addition, students have the availability to enroll in a myriad of Advanced Placement courses which include: English Literature & Composition, English Language & Composition, U.S. History, American Government, Economics, European History, Calculus, Biology, Chemistry, Physics, Art History, Psychology, German, and Spanish. The International Baccalaureate Program is offered at Canyon High School and is open to all qualified students in the district. For further information log on to the District GATE web site at [www.orangeusd.org/gate](http://www.orangeusd.org/gate) or call the GATE Office at (714) 628-5451.

## **Education for English Language Learners**

### **Assessment and Placement**

Upon enrollment, each pupil's primary language shall be determined. Within 30 days of initial enrollment, pupils identified as having a primary language other than English are assessed for English proficiency in listening comprehension, speaking, reading, and writing. The District has developed criteria for determining pupils' instructional program on the basis of these assessments (EC §52164.1, 62002; Code of Regulations, Title 5, Section 4304).

SB 2083 enacted the "English Learner and Immigrant Pupil Conformity Act" to ensure reasonable access to educational opportunities.

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

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

information shall include the fact that an individual pupil's participation in the program is voluntary on the part of the parent/guardian (EC §52173) (cf. 5145.6 – Parent Notifications).

## **Waiver Process**

Parents/guardians of English learners are informed of the placement of their children in an English language classroom and are notified of an opportunity to apply for a parental exception waiver for their children to participate in an alternative program. Procedures for granting parental exception waivers include the following components:

1. Parents and guardians are provided, upon enrollment and annually, full written and, upon request, spoken descriptions of the structured English immersion program, English language mainstream program, alternative programs, all educational opportunities available to the pupil, and the educational materials to be used in the different options (5 CCR 11309[b][1]).
2. Parents and guardians are informed that a pupil under age ten must be placed for not less than 30 calendar days in an English language classroom for the first year of enrollment in a California school (5 CCR 11309[b][2]).
3. Parents and guardians are informed of any recommendation by the school principal and educational staff for an alternative program and are given notice of their right to refuse the recommendation (5 CCR 11309[b][3]).
4. Parental exception waivers are acted on within 20 instructional days of submission to the school principal. However, waivers submitted under EC Section 311(c) must be acted on either not later than ten calendar days after the expiration of the 30-day English language classroom placement or within 20 instructional days of submission of the waiver, whichever is later (5 CCR 11309[c][4]).

Parental exception waivers are granted unless the school principal and educational staff determines that an alternative program offered at the school would not be better suited for the overall educational development of the pupil (5 CCR 11309[d]).

If a waiver is denied, parents and guardians are informed in writing by the principal and other educational staff of the reason for denial and advised that they may appeal to the local board of education or to the court (5 CCR 11309[d]).

Each school in which 20 or more pupils of a given grade level have been granted a waiver provides such a class. If fewer than 20 waivers are granted, the school provides such a class or allows the pupils to transfer to a public school in which such a class is offered (20 USC 6312[g][1][A]; EC 310, 311, and 48985; 5 CCR 11309[a]).

## **Reclassification**

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

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

## **Advisory Committees**

When there are 51 or more English learners in the District or 21 or more at a school, parent/guardian advisory committees shall be maintained to serve the advisory functions specified in law. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as their children represent of the total number of pupils in the

school (EC §52176, 62002.5, cf. 0420 – School Plans/Site Councils, cf. 1220 –Citizen Advisory Committees, cf. 6020 – Parent Involvement).

## Pupil Testing

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

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

The California assessments that comprise the 2016-2017 administration are a mix of computer-based and paper-based assessments. The computer-based component is the Smarter Balanced Test. The paper-based component includes a mix of legacy Standardized Testing and Reporting assessments. The following assessments are anticipated to be a part of this testing year:

#### **SMARTER BALANCED TEST (SBAC):**

In California, all students in grades three through eight, eleven will take the 2016 Smarter Balanced Test. This test includes a test for English Language Arts/Literacy and Mathematics content areas. These tests are administered online and have a classroom performance task.

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

The CAA is an English language arts/literacy (ELA) and mathematics technology based assessment administered to all students who have a significant cognitive disability in grades three through eight and grade eleven and who are unable to take the SBAC even with accommodations or modifications. Test items are aligned with the Common Core State Standards (CCSS) and are based on the Core Content Connectors (CCCs) that were developed with three tiers of complexity.

#### **CALIFORNIA STANDARDS TEST (CST):**

The CSTs in Science are to be administered to students in grades five, eight and ten. This test is administered with paper and pencil. (\*The State of California has applied for a waiver so that districts do not need to administer this test. As of July 1, 2016, we are still waiting on the decision from the Federal Government.)

#### **CALIFORNIA NEXT GENERATION SCIENCE STANDARDS (CA NGSS) TEST**

For the 2016 – 2017 school year, the CA NGSS will be administered as a pilot test. The CA NGSS will be administered to students in grades five, eight and either ten, eleven or twelve.

#### **CALIFORNIA MODIFIED ASSESSMENT (CMA):**

The CMA for Science is to be administered to students in grades five, eight and ten, who have an individualized education program (IEP). Assignment of the CMA is made in the student's IEP only; a student's Section 504 plan is not to be used to assign a student to take the CMA (although accommodations may be named in the Section 504 plan or in the IEP).

#### **CALIFORNIA ALTERNATE PERFORMANCE ASSESSMENT (CAPA):**

The CAPA is the alternate assessment for science paper/pencil based assessment. This test is designed for students in grades five, eight, and ten, who have an individualized education program and who have a significant cognitive disability.

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

The Smarter Balanced online tests are based on the new California Content Standards, also known as the Common Core State Standards, for mathematics and ELA. For eleventh graders, these tests will have a direct impact on the California State University's (CSU's) Early Assessment Program (EAP). The CSU and participating California community colleges will use student results from the Smarter Balanced Summative Assessments as a student's EAP status in English and mathematics:

- Students who score at the highest performance level (“Standard Exceeded”) are considered ready for college-level coursework in English and/or mathematics and exempt from taking the CSU English Placement Test (EPT) and/or Entry Level Mathematics (ELM) exam.
- Students who score at the “Standard Met” performance level are considered conditionally ready for college-level coursework in English and/or mathematics and exempt from taking the CSU English Placement Test (EPT) and/or Entry Level Mathematics (ELM) exam. However, they must take an approved English and/or mathematics course in twelfth grade and receive a grade of “C” or better. Students that do not meet the conditional requirement will need to participate in the CSU’s Early Start Program, unless exemption was met through another pathway.
- Students who score at the “Standard Nearly Met” performance level are considered not yet ready for college-level coursework in English and/or mathematics and will need additional preparation in the twelfth grade. They will also be required to take the CSU English Placement Test (EPT) and/or Entry Level Mathematics (ELM) exam unless they meet the exemption criteria through another pathway.
- Students who score at the “Standard Not Met” performance level are considered not ready for college-level work in English and/or mathematics by the CSUs and CA Community Colleges. Students should speak with their counselor to discuss options to meet entry level college coursework.

## **California High School Exit Exam (CAHSEE)**

The purpose of the *California High School Exit Examination* (CAHSEE) is to improve pupil achievement in high school and to help ensure that pupils who graduate from high school can demonstrate competency in reading, writing, and mathematics. All District pupils are required by state law to pass the CAHSEE, as well as satisfy all other state and local requirements, in order to receive a high school diploma (EC §48980[e]). The CAHSEE will be offered several times during the high school experience for those students who failed the exam. Seniors, who have not passed the CAHSEE by the end of their senior year, will have the opportunity to take the exam during the following summer and twice each year for two years after their original graduation date.

All pupils, including English learners and pupils with disabilities, must first take the *CAHSEE* in the tenth grade. The District schedules this tenth-grade census administration in March of each year, with a makeup for absences in May. Pupils who do not pass the exam in grade ten will have up to five additional opportunities in grades eleven and twelve to retake the part(s) not passed.

The *CAHSEE* is divided into two parts: English/language arts and mathematics. The first part of the *CAHSEE* addresses state English/language arts content standards through grade ten, including reading, decoding, and writing. The other part of the *CAHSEE* addresses state mathematics content standards in grades six and seven and Algebra I.

The passing score for the mathematics part of the exam is approximately 55 percent of the test questions correct, or a scaled score of 350. The passing score for the English/language arts part of the exam is approximately 60 percent, or a scaled score of 350. Parents or guardians are provided with their pupil’s CAHSEE results ten to twelve weeks after an administration.

The best academic preparation for the *CAHSEE* is good instruction. Parents/guardians should talk with their pupil’s teacher(s) or principal to learn more about the state academic content standards in English/language arts and mathematics being taught at their pupil’s school. Parents/guardians whose pupil needs extra instruction to pass the *CAHSEE* should make sure she or he is enrolled in additional learning opportunities provided at each school.

The California Department of Education has posted released *CAHSEE* test questions and *CAHSEE* study guides on its Web site at <http://www.cde.ca.gov/ta/tg/hs/resources.asp>.

SB 172 was signed into law on October 7, 2015. This law suspends the administration of the

California High School Exit Exam and the requirement that students completing grade twelve successfully pass the CAHSEE as a condition of receiving a high school diploma from the 2015 – 16, 2016 – 17, and 2017 – 18 school years. Students who have met all other high school graduation requirements to receive a diploma for graduation from the Orange Unified School District shall be issued a high school diploma.

## **District Testing Program**

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

## **Physical Fitness Testing**

The California Physical Fitness Test (PFT) provides information that can be used by pupils to assess and plan personal fitness programs, by teachers to design the curriculum for physical education programs, and by parents and guardians to understand their children's fitness levels. This program also provides results that are used to monitor changes in the physical fitness of California pupils. By law (EC §60800), all school districts in California are required to administer the PFT annually to all pupils in grades five, seven, and nine. This assessment includes measures of pupils' aerobic capacity, body composition, muscle strength, endurance, and flexibility. Results are reported to the California Department of Education every year and are available at

<http://www.cde.ca.gov/ta/tg/pfl/>.

# **Pupil Insurance**

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

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

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

## **Personal Property**

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

valuable personal property with them at all times.

## **Pupil Records**

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

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

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

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

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

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

The Superintendent or designee may release pupil directory information to representatives of the news media or nonprofit organizations in accordance with Board Policy and administrative regulation (cf. 1112 -Media Relations). The Superintendent or designee may limit or deny the release of specific directory information to any public or private nonprofit organization based on his/her determination of the best interest of the pupil (EC §9073). Directory information means information contained in an education record of a pupil that would not generally be considered harmful or an invasion of privacy if disclosed. Such pupil information includes name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended (34 CFR 99.3; EC §49061).

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

cf. 5145.6 - Parental Notifications).

School districts may release information from pupil records to the following: 1) Appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a pupil or other persons; 2) Agencies or organizations in connection with a pupil's application for, or receipt of, financial aid. However, information permitting the personal identification of pupils or their parents may be disclosed only as may be necessary for purposes as to determine the eligibility of the pupil for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid; 3) The county elections official, for the purpose of identifying pupils eligible to register to vote, and for conducting programs to offer pupils an opportunity to register to vote. The information, however, shall not be used for any other purpose or given or transferred to any other person or agency; 4) Accrediting associations in order to carry out their accrediting functions; 5) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering pupil aid programs, and improving instruction, if the studies are conducted in a manner that will not permit the personal identification of pupils or their parents by persons other than representatives of the organizations and the information will be destroyed when no longer needed for the purpose for which it is obtained; 6) Officials and employees of private schools or school systems where the pupil is enrolled or intends to enroll, subject to the rights of parents as provided in Section 49068; 7) Law Enforcement Officials. This information shall be in addition to the pupil's permanent record transferred pursuant to Section 49068.

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

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

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

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

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

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

# Notification of Rights – FERPA

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

- The right to inspect and review the pupil’s education records within 45 days of the day the school receives a request for access. Parents or eligible pupils should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible pupil of the time and place where the records may be inspected.
- The right to request an amendment of the pupil’s education records that the parent or eligible pupil believe are inaccurate or misleading. Parents or eligible pupils may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible pupil, the school will notify the parent or eligible pupil of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible pupil when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the pupil’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or pupil serving on an official committee, such as a disciplinary or grievance committee, or assistant to another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student’s enrollment. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible pupil of the records request unless it states in its annual notification that it intends to forward records on request.]

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

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

**Mail the completed form to:** Orange Unified School District  
Office of Student & Community Services, Bldg. J  
1401 N. Handy Street



Orange, CA 92867

E-mail to:

[SCS@orangeusd.org](mailto:SCS@orangeusd.org)

Fax to:

714-628-4061

## **RELEASE OF STUDENT DIRECTORY INFORMATION**

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

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

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

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

The district has designated the following information as directory information:

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

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

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

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

The name and address of the office that administers FERPA are:

**Family Policy Compliance Office**

**U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.**

## **Withholding Grades/Diploma for Property Damage**

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

## **Fees Not Permitted 5 CCR §350**

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

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

# **Interdistrict Transfers-Open Enrollment**

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

### **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 or Open Enrollment), and three separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described below.

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

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

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

Parents/guardians have four (4) different options for choosing a school outside the district in which they live. The four 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.

### **McPherson Magnet School**

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

## **2. 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 a pupil are employed within the boundaries of the district. 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 a parent/guardian being employed within the boundaries of the district and the pupil is enrolled in a school. 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 12<sup>th</sup> grade, if the pupil’s parent/guardian continues to be employed within the attendance boundaries of the school district, subject to certain conditions.

## **3. Districts of Choice**

The Orange Unified 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.

#### 4. **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 January 1 of the school year proceeding 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. Third priority for pupils attending an Open Enrollment ACT school may transfer to a school that has a higher API score and has space.
  - d. 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), (b), and (c) 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 desire 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 a transfer to a school district of enrollment shall be deemed to have fulfilled the residency requirements for school attendance.
- Open Enrollment information is posted on the district website every March.
- If the parent feels that they have been discriminated against, the parent may file a uniform complaint under the Uniform Complaint Procedures.

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

### **Regular Attendance**

Daily attendance at school is mandated by California State Law until the age of eighteen. Attendance is calculated in the district by actual physical presence by the pupil. No pupil is permitted to leave school at recess or any other time before the regular hour of closing without the approval of the school principal or designee. Violations will be handled in the same manner as truancies (EC §48200).

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

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

### **Absence Explanation**

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

### **Excused Absences EC §48205:**

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

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

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence;

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

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

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

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

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

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

## **Unexcused Absences**

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

## **Truancy**

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

## **Dress Code**

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

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

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

## **Uniforms**

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

## **Physical Education Uniforms**

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

# **Pupil Discipline**

## **Bullying**

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

## **Pupil Conduct**

It is the responsibility of the Board to prescribe rules that are consistent with laws or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. According to California Code of Regulations, Title V, Section 300, pupils are required to conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language. Rules, regulations, and rights pertaining to discipline are reviewed annually at each school site and are available from the school administrator (EC 35291 et seq.).

## **Grounds for Suspension and Expulsion**

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

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence upon the person of another, except in self-defense.
  
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
  
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
  
- (e) Committed or attempted to commit robbery or extortion.
  
- (f) Caused or attempted to cause damage to school property or private property.
  
- (g) Stolen or attempted to steal school property or private property.
  
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
  
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
  
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  
- (l) Knowingly received stolen school property or private property.
  
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
  
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.
  
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically



toward a pupil or school personnel.

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

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

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

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

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

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

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

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

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

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

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

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

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

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

(b) For the purpose of this section, "terroristic threats" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family (added Stats. 1997, Ch. 405, Sec. 1).

## **Mandatory Expulsion Recommendations**

### **"Reasons For Expulsion and Procedures"**

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

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

## **Mandatory Expulsion Violations**

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

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

*All pupils who commit a firearm violation shall be: 1) immediately suspended from school, 2) recommended by the principal to be expelled, 3) a hearing will be held to review testimony and documentary evidence, 4) should the expulsion recommendation be upheld by the hearing*

panel, the expulsion recommendation shall be submitted to the Board of Education, 5) the Board shall review the recommendation and if the evidence supports the recommendation, the Board of Education shall expel the pupil for a period of one year from the date of the Board meeting, 6) readmission shall be through the Office of Student and Community Services and in compliance with the terms of the expulsion's rehabilitation plan and the laws of the State of California.

Also, Section §48916 states, "For a pupil who has been expelled pursuant to subdivision (c) of Section §48915, the governing board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission to a school maintained by the district, except that the governing board may set an earlier date for readmission on a case-by-case basis." Questions regarding suspensions, expulsions or the District's appeal process shall be addressed by the school site administrator or by contacting the Office of Student and Community Services.

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

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

### **Laser Pointers**

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

### **Graffiti Implements**

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

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

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

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

### **Notifications to Law Enforcement**

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

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

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

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

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

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

## **Reporting Student Misconduct to Teacher**

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

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

## **Comprehensive School Safety Plan**

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

## **Safety**

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

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

## **Abandoned Newborns: Safe Surrender**

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

# **Transportation–Bus Conduct Regulations**

Because the behavior of school bus passengers can directly affect their safety and the safety of others, the following regulations apply at all times when pupils are riding a school bus. School personnel, parents, or guardians and pupils must follow these regulations.

In accordance with CCR #14103, pupils transported in a school bus or in a pupil-activity bus shall be under the authority of and responsible directly to the driver of the bus. The specific rules are as follows:

1. Follow the instructions of the bus driver. Bus drivers are authorized to assign seats,

assign three pupils to a seat, assign seat mates, and other actions needed for the safe passage of pupils.

2. Arrive at the bus stop at least five, but not more than ten minutes, before the school bus is due. Whenever possible, pupils shall walk to and from the school bus stop in groups. Behave in an orderly manner at the bus stop.
3. As the school bus arrives, form a line and stand at least six feet back from the curb. Do not move toward the school bus until it has come to a complete stop and the door is open.
4. Use only the designated school bus stop and the school bus assigned to you. Any changes require daily parental permission including the principal's approval.
5. When you board the school bus, display your bus pass to the bus driver. Do not use a bus pass that has expired. Use only your own bus pass.
6. **All electronic signaling devices, including cell phones, shall be set to silent or vibrate upon entering the school bus. Use while on the bus shall be limited to purposes related to the health and safety of the pupil.**
7. Aboard the school bus, find a seat quickly and remain seated at all times, facing forward.
8. Talk quietly. Do not shout, yell, use profane language or gestures, or behave in a boisterous manner. Do not engage in unnecessary conversation with the bus driver.
9. Keep all body parts inside of the school bus. Do not spit or throw anything inside or out of the school bus.
10. Do not eat, drink, or chew gum.
11. Do not bring animals (except registered service dogs), glass objects, skates, skateboards, or large, bulky, or hazardous articles on the school bus. Do not use any writing instruments while on the bus.
12. Do not litter at school bus stops or in the school bus. Do not engage in vandalism, destruction of property, or graffiti. Costs will be billed to the guilty pupil(s) and their parents.
13. Shoes must be worn at all times. No cleats are allowed.
14. Do not play or tamper with any part of the school bus.
15. Remain quiet as the school bus stops and while it is crossing railroad tracks.
16. Do not possess or use tobacco, drugs, or alcohol.
17. Do not bring weapons of any type.
18. Observe safety procedures and follow them at all times.
19. When exiting the school bus, follow the bus driver's instructions. If you live on the opposite side of the street, always cross in front of the school bus. Pupils must always be alert for traffic when leaving the school bus.
20. Pupils shall be aware of the "Danger Zones" surrounding the school bus. These zones include ten (10) feet around the school bus with the most dangerous zones being directly in front of the bus and by the passenger side rear tires.
21. Go directly home after getting off the bus. Do not talk to strangers and do not accept rides from strangers.

**Remember:** For the safety of everyone aboard, the bus driver must devote full attention to the road. The safety of the whole group depends upon the proper, safe conduct of each individual. Pupils are responsible for safekeeping, controlling, and presenting their bus passes. For added security, District video/audio equipment may be used on school buses.

**Note:** Regulations and safety information, including the loading and unloading of pupils from school buses, are provided for all pupils in the Pupil Handbook which is updated and distributed each school year. Changes and updates in these regulations will be made as necessary.

## **Bus Discipline Procedures**

Violations of Bus Regulations will result in Bus Conduct Reports as follows:

A Bus Conduct Report may be issued for any pupil in violation of the rules or who, in the judgment of the bus driver, impairs the safe driving of the bus and/or the safety of the pupils.

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

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

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

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

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

## **Transportation Fee Program**

The District offers a parent pay program for pupils wishing to use home to school bus transportation. The transportation fee program offers families the option of purchasing an annual bus pass, semester bus pass or an a.m. or p.m. bus pass. All bus passes require a wallet size photograph, which is provided by the family. The Bus Pass Office is open Monday-Friday, 7:30 a.m.-4:00 p.m. Current fee schedules are available from the Bus Pass Office. Bus passes may be purchased by mail using the following address:

**O.U.S.D Bus Pass Office - 726 W. Collins Avenue  
Orange, CA 92867 - (714) 538-8295**

According to the regulations in AB 876, any family whose income meets the eligibility requirements may request and will receive District provided passes. Those wishing to apply for this program must appear at the Bus Pass Office with the necessary documentation in hand. All parents choosing to participate in the District's busing program must complete an application and select the designated bus stop determined to be the safest and closest bus stop to their service address. Application forms are available at school sites that offer transportation, but must be turned in to the Bus Pass Office for processing.

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

2016-2017

**Orange Unified School District**

## **ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

The Orange Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The District encourages the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board adopts the uniform system of complaint process specified in 5 CCR 4600-4670.

The District shall use the uniform complaint procedures to resolve any complaints alleging the occurrence of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) against any person in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state

financial assistance, based on actual race, or perceived characteristics of race or ethnicity, color, ancestry, nationality and national origin, ethnic group identification, age, religion, marital or 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, including any actual or perceived characteristics as set forth in penal code section 422.55 the perception of one or more such characteristics; or association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by or that receives or benefits from any state financial assistance. (GC§11135, EC§§200, 220, 234.1, 5CCR §4610, PC §422.55).

The District's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)
  - Consolidated Categorical Aid Programs
  - Child Care and Development
  - Nutrition Program Compliance
  - Child Abuse Prevention and Reporting
  - Free and Reduced Price Meals
  - Individualized Education Program
  - Special Education Programs
  - Title I Programs
  - Education for English Language Learners
  - Migrant Education Program
  - Career Technical Education
  - Work-Based Learning
  - Regional Occupational Center/Program
  - Adult Education
2. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
3. Pursuant to Education Code section 52075, individuals may file a complaint under the District's Uniform Complaint Procedure alleging that the school district has not complied with the LCAP (Local Control Accountability Plan) requirements in the Education Code
4. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another

school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

5. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
6. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
7. Any complaint alleging district noncompliance with the physical education instructional minutes' requirement for students in elementary school (Education Code 51210, 51223)
8. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
9. A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity

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 fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees\* must be filed in writing with the following compliance officer:

Deputy Superintendent Gunn Marie Hansen, Ph.D.  
Educational Services, Building D  
1401 N. Handy St. Orange, CA 92867

\*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school.

A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil



fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint by the District. This sixty (60) day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Education Code sections 4680-4687 and in accordance with local procedures adopted under Education Code section 4621.

The complainant has a right to appeal the District's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's decision. The appeal must include a copy of the complaint filed with the District and a copy of the District's decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code section 262.3. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Orange Unified School District's UCP policy and complaint procedures is available free of charge. For further information, please refer to OUSD Board Policy 1312.3 and Administrative Regulation 1312.3.

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

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

The Board encourages the early, informal resolution of complaints at the site level whenever possible. The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant. The Board acknowledges and respects pupil and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. Other types of complaints and responses thereto are public records. The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Official Complaint Forms are available at all school sites and the District office. The District has designated the Coordinator of K-12 Curriculum, Instruction and GATE to address all complaints pertaining to Education Code 35186 (William's) as indicated above

(714) 628-5451. The Executive Director of Elementary Education, (714) 628-4463, has been designated to address "Elementary School Level Official Complaints." The Executive Director of Secondary Education, (714) 628-4467, has been designated to address "Secondary School Level Official Complaints."

## **Nondiscrimination in Programs and Activities**

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

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

## **Child Abuse Reporting**

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

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

## **Sexual Harassment**

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

The Superintendent or designee shall ensure that District students receive age-appropriate instruction and information related to sexual harassment. Such instruction and information shall include: what acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence; a clear message that students do not have to endure any form of sexual harassment; encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained; information about the District's procedure for

investigation complaints and the person(s) to whom a report of sexual harassment should be made; information about the rights of students and parent/guardian to file a criminal complaint, as applicable.

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

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

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

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

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

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

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

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

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

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

It is the policy of the District to provide an educational environment free of unlawful harassment, in which all pupils are treated with dignity and respect (BP 5145.7 and AR 5145.7). The Board of Education is committed to affording equal rights and opportunities to all persons in public education. No person shall be subjected, in any program or activity conducted by the District, to discrimination on the basis of the student's actual race, color, ancestry, natural origin, ethnic group identification, age, religion, marital or parental status,

physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by Federal, State, or local law, ordinance or regulation.

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

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

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

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

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

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

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

Pupils have a right to redress for unlawful harassment. In order to secure this right, submit a complaint to the principal or his/her designee. District complaint forms are available. There is absolutely no requirement that a pupil must make a complaint to the alleged harasser. The pupil's complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses. The District will immediately undertake an effective, thorough and objective investigation of the harassment

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

## **Title IX Federal Regulations**

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

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

If you need more information or if a matter is not resolved, please contact the Deputy Superintendent, Educational Services at (714) 628-4466.

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

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

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

20 USC 6314 (b)(1)(c), 6315 [c][1][E], 6319 (a), 20 USC6311(h) (6)

ESSA eliminated the highly qualified teacher (HQT) provision but kept the parents right to know provision which allows parents to request the qualifications for their child's classroom teacher and be notified if their student is being taught by a teacher that does meet the state certification or licensure at the grade level and subject they are teaching. Please contact the school principal for information pertaining to your child's teacher.

Parents of pupil attending school receiving Title I funds may request information regarding professional qualifications of their child's classroom teacher(s) and requires timely notification when a child has been assigned, or has been taught for four or more consecutive weeks, by a

teacher of a core academic subject who does not meet ESSA teacher qualification requirements.

### **Option to Transfer or Receive Supplemental Educational Services**

Every Student Succeeds Act (ESSA) directs all schools previously identified as Year 2 Program Improvement under No Child Left Behind to provide alternative support services to socioeconomically disadvantaged students. These schools have yet to be identified under ESSA until the 2017-18 school year. During this transition phase, priority for targeted and comprehensive support will be given to the lowest-achieving schools or lowest-achieving students attending these schools. Students are identified to receive services based on assessment scores, grades, teacher recommendation or another locally defined measure. The district shall provide information to parents/guardians of students attending an identified school of the services available at each site.

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

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

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

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

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

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

In return, every District user has the responsibility to respect and protect the rights of every user in our community and on the Internet. Account holders are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the networks they use on the Internet and the laws of the states and the United States. Users will be provided with a school atmosphere and procedures of user control that will assure a suitable learning environment, and all users will learn to act as responsible and productive citizens with respect for civil rights and the role of the individual in a democracy. Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring, and should not expect that email, files, or data stored on District servers, devices, and applications will be private. Prosecution and/or account termination will occur without warning. Pupils who choose to violate this policy may be disciplined, up to and including suspension or expulsion. "Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct."

As indicated, please read this entire document and decide if you want to agree for your son/daughter to have "Internet Access" and agree to have your son/daughter's work published

on the web server. For further information, please request BP 6163.4(a), Pupil Use of Technology, from the school office.

## **Obligations and Responsibilities**

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

Internet is prohibited. Violating the integrity of the District's data systems or manipulating the District's data files without proper authorization is prohibited. Attempts to degrade or disrupt the system may constitute unlawful activity under applicable state and federal laws. Such prohibited activities include, but are not limited to, the uploading or creating of computer viruses and "hacking" into the data or system of another user of the District's System, or any of the agencies or other networks that are connected to the Internet.

16. Digital imagery, including web cameras, will be used for educational purposes. The District network has been designed to take all reasonable steps to ensure that all digital imagery is used only for purposes consistent with the curriculum.
17. Pupils who choose to violate proper computer and network usage will face disciplinary consequences that may include suspension and possible expulsion from the District.

## **Advisement**

It is possible for all users of the Internet to access information that is intended for adults. Although the District has taken all reasonable steps to ensure the Internet connection is used only for purposes consistent with the curriculum, the District or school cannot prevent the availability of material elsewhere on the Internet that may be deemed harmful.

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

## **Application for Internet Access**

Use of the Internet is a privilege that may be revoked at any time. School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal Laws (including, but not limited to the Counterfeit, Access Device and Computer Fraud and Abuse Act of 1984, Title 48, United States Code [USC] Sections 1029 and 1030). Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination will occur without warning.

# **District Emergency Information Cards**

## **ELEMENTARY AND MIDDLE SCHOOL**

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



## **HIGH SCHOOL**

There are four important signature lines located on the District High School Emergency Information Card. The first signature line acknowledges that the parents have received the annual parent notifications contained in this parent/pupil handbook. The second signature line gives your permission to post pupil photographs (group and individual) and/ or provide pupil information on the school and the District web page. Pupil information that will be posted on the Internet may consist of first and last name, age, and statistical information such as batting average, height, and weight. The third signature line pertains to photographs/media release.

The fourth signature line pertains to notification of rights. In addition to the acknowledgment of the mandated notifications, by placing your signature in the fourth signature line you are stating that you have read the above stated "Electronic Network Use Rules" and agree to adhere to the principles and procedures detailed within. In addition, you are stating that you understand and accept the conditions stated above, and agree to hold blameless, and release from any liability, the Orange Unified School District, the sponsoring school, its subcontractors, and employees. If for any reason, you do not agree with the terms and conditions of this "Acceptable User Agreement," do not sign the above stated lines on the emergency card. If for any reason, you disagree with only a portion of this "Acceptable User Agreement," please contact the principal/principal's designee and so indicate. Every user is expected to use good judgment and follow the "Network Use Rules" in making electronic contact with others.

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

## **CSIS Participation Disclosure**

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

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

## **Special Education Programs**

The District provides special education programs for students with disabilities between birth and twenty-one years of age. Disabilities that may require special education programs and related services include Intellectual Disability, Hard of Hearing, Deafness, Speech or Language Impairments, Visual Impairments, Emotional Disturbance, Orthopedic Impairments, Autism, Traumatic Brain Injury, Other Health Impairments, Established Medical Disability, Deaf-Blindness, Multiple Disability, or Specific Learning Disabilities

A student identified with a disability is offered the opportunity for a free appropriate public education, at no expense to parents. To the maximum extent appropriate, children with disabilities will be educated with non-disabled children and included in extracurricular activities. When the nature or severity of the disability is such that education in the regular class cannot be achieved successfully, a continuum of alternate educational placements is offered by the District.

If appropriate services are not available within the District, services may be provided in a

regional program. If a district cannot provide an appropriate program, the pupil may be eligible for placement in a private nonsectarian school that offers the appropriate program. Tuition costs and transportation will be paid from public funds (20 U.S.C. Section 1400, et seq.; Title 34 C.F.R. Part 300). The phone number of the Pupil Services (Special Education) Office is (714) 628-5550.

## **Section 504 Plan**

The District is committed to complying with Section 504 of the Rehabilitation Act of 1973. Under Section 504, a disability is defined as a physical or mental impairment, which substantially limits one or more major life activities, such as (but not limited to) self-care, walking, seeing, hearing, speaking or learning. Every pupil with a 504 eligible disability is offered a free appropriate education without discrimination regardless of the nature or severity of the disability. In order to educate children who are disabled in the least restrictive environment, the District will make needed accommodations. The accommodations for a pupil eligible under Section 504 may include the assistance of supplementary aides and services or special education placement and services.

# **Health Services and Health Related Instruction**

## **Physical Examinations**

The Board of Education recognizes the importance of periodic health examinations and compliance with immunization requirements. The District recommends health examinations to: meet state regulations, qualify pupils for participation in specific school activities, reduce or prevent health problems that interfere with learning, and adapt school programs according to pupil health needs. For children entering the first grade, physical examinations may be completed at any time within the 18 months prior to entry, or 90 days after enrolling in first grade (Health and Safety Code 124085). Parents/guardians may annually file a written, signed statement with the District requesting that the pupil be excused from a physical examination. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist (EC §49451).

## **Oral Health Assessment**

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

## **Immunizations**

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

- No longer permit immunization exceptions based on personal beliefs for children in child care and public and private schools.
- Permit personal belief exemptions submitted by December 31, 2015, to remain valid until a student reaches kindergarten/transitional kindergarten or 7<sup>th</sup> grade;
- Remove immunization requirements for:  
Students in the below categories will still need to provide immunization records to their schools before entry and schools will still need to report to the California Department of Public Health (CDPH) the immunization status of all students at the

existing checkpoints of child care, kindergarten/transition kindergarten and 7<sup>th</sup> grade.

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

A pupil must obtain the following immunizations: Polio, DTP (diphtheria, tetanus, pertussis/whooping cough), and MMR (measles, mumps and rubella/German 3-day measles). Pupils seven (7) and older are exempt from mumps vaccines.

California law requires that all students entering 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> to provide proof of immunization for Tdap (Pertussis booster) before starting the 2011-2012 school year. Beginning with the 2012-2013 school year all students entering the 7<sup>th</sup> grade are required to provide proof of immunization for Tdap (Pertussis booster). Please bring proof with you at time of registration.

Pupils in Kindergarten must have two doses of MMR and a three (3) dose series of Hepatitis B. All pupils enrolling after 7/1/01 must be immunized against chickenpox (Varicella) (HSC 120335).

Medical proof of immunizations consists of a written record from a physician or health department. If no record is available, the pupil is referred to a school nurse, physician, or health department for review and documentation of immunization history and provision of needed doses.

Immunization records must include the month and year for each dose given. Exemption from immunization is permitted when submitted in writing and for valid reasons including contrary to belief, medically exempt, or proof of disease by appropriate laboratory confirmation from the physician. For additional information, call the District Health Services at (714) 628-5560.

Immunization requires a parent/guardian who files a letter or affidavit with the school stating that required immunization of his/her child is contrary to his/her beliefs to also state which required immunizations that have or have not been given. The letter must be accompanied by the form prescribed by the State Department of Public Health signed, not more than six (6) months prior to the date of admittance, both by the health care practitioner indicating the practitioner provided the parent/guardian with information on the benefits and risks of the immunization and the health risks of specified communicable diseases and the parent/guardian's acknowledging receipt of the information (HSC 120365)

## **Communicable Diseases**

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

## **Administration of Medicine**

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

## **Continuing Medication**

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

## **Confidential Medical Service**

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

## **Release of Medical Information**

The District participates in a Medi-Cal billing option plan with the California Department of Health Services. Pupil medical information may be released to the District's Medi-Cal billing vendor to process reimbursement claims. Any parent who wishes to exclude their child from this program, please contact Health Services at (714) 628-5556.

## **Instruction for Temporarily Disabled**

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

## **Resuscitation Orders**

District employees who are trained are expected to respond to emergency situations without discrimination. If any pupil needs resuscitation, staff shall make every effort to resuscitate him/her. The Board believes that staff members should not be placed in the position of determining whether or not to follow any parental or medical "do not resuscitate" orders. Staff shall neither accept nor follow such orders, unless they have been informed by the Superintendent or designee that the request to accept such an order has been submitted to the Superintendent or designee, signed by the parent/guardian, and supported by a written statement from the pupil's physician and an order from an appropriate court.

## **Human Reproduction**

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

## **Family Life, Sex Education and Abstinence Education**

Comprehensive sexual health education must be age appropriate, medically accurate, objective, and available on an equal basis to all pupils in the specified grades.

This education must encourage pupils to communicate with their parents or guardians about human sexuality and must also teach respect for marriage and committed relationships. Instruction and materials shall teach that abstinence is the only certain way to prevent unintended pregnancy and sexually transmitted diseases. It may not teach or promote religious doctrine or reflect or promote bias against any person on the basis of any category protected by Education Code Section 220 (EC §51933). If any part of a school's instruction in health conflicts with the religious training and beliefs of a parent or guardian of a pupil, the pupil upon written request of the parent or guardian, shall be excused from the part of the instruction that conflicts with the religious training and beliefs. "Religious training and beliefs" includes personal moral convictions.

AB 2817 requires course criteria to advise voluntary surrender of a minor child within 72 hours old at a hospital emergency room or other designated location without being subject to criminal prosecution for certain crimes.

Parents may excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education by submitting a yearly written request to the school (EC §51938).

### **AIDS Prevention Education**

Instruction in HIV/AIDS prevention shall be provided at least once in middle school and once in high school. Notification shall be provided for parents who may request their child be excused from such instruction. The required curriculum shall include current information and shall satisfy seven criteria regarding HIV/AIDS, "at risk" activities, prevention, health issues and AIDS prevention program resources, refusal skills and compassion for persons living with HIV/AIDS (EC §51934).

### **Drug Education**

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

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

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

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

Rules, regulations, and rights pertaining to discipline for violation of all behavioral standards, including alcohol, tobacco and drug use, are available from each school's administration or call Student and Community Services at (714) 628-5424.

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

## **Nutrition Services**

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

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

OUSD Nutrition Services Department has implemented USDA's New Meal Patterns, nutrition guidelines and education, the introduction of new menus and the creation of healthier appealing meals for students dining at "Café Orange". This past year students were offered more fruit, vegetable, and whole grain and legume choices as well as lower fat, higher fiber

and reduced sodium. Students are being encouraged to make better nutrition decisions through site signage, menus & nutrition web links. The Nutrition Services' mission is to serve meals that are nutritious, taste good and are well-liked by pupils, while maintaining a fiscally sound business. The pupils and staff at OUSD are offered lunch at all schools, breakfast at most schools and a la carte sales at secondary sites.

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

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

All applications and records related to eligibility for the free or reduced price meal program shall be confidential EC §49510. Such records shall be open to examination for those purposes specified in EC §49558. There are payment options including, our secure on-line PayPals payment system, or by cash or check in envelopes available in the elementary school offices and in the secondary school kitchens to allow pupils to prepay for meals. Applicants who are eligible for free or reduced price meals may be eligible for Medi-Cal, or reduced-cost comprehensive health care coverage through the California Health Benefit Exchange, EC §49557.2

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

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

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

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

## **Pesticides E.C. §17612**

From time to time it is necessary for the District to use certain limited pesticide products on school campuses. The Board of Education has directed staff to provide information to parents/guardians, pupils and staff on what pesticides the staff will be using, where staff plans

to use it and information on your legal rights and responsibilities. Information pertaining to pesticides, including a listing of all pesticides to be used, can be found on the District's website at [www.orangeusd.org/cwa](http://www.orangeusd.org/cwa).

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

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

## Additional Mandatory Notifications

All school districts are mandated to annually notify parents/guardians of specific codes and regulations. This handbook has already provided many of the mandated codes and regulations. In addition, the following summaries of mandated code notifications are being provided to you. In the event of any questions, please contact the Office of Student and Community Services at (714) 628-5424. Copies of requested codes/regulations are available upon request.



Translation will be provided. There are selected laws that require additional notification to parents or guardians during the school term. A separate letter or notification will be sent to parents or guardians prior to any of these specified activities or classes, and the pupil will be excused whenever the parent files with the principal of the school a statement in writing requesting that his or her child not participate. SCS asks that all parents pay special attention to the following two codes before proceeding to the remainder of the important code notifications:

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

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

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

**EC §221.9** – Commencing with the 2015-2016 school year and every year thereafter, each public and elementary school in the state, including each charter school, that offers competitive athletics shall publicly make available at the end of the school year all of the following information: 1) The total enrollment of the school, classified by gender; 2) The number of pupils enrolled at the school who participate in competitive athletics, classified by gender; 3) The number of boys' and girls' teams, classified by sport and by competition level. Education Code §221.9 states that the data required shall reflect the total number of players on a team roster on the first official day of competition. EC §221.9(c) states the school shall make the information publicly available on its website or the district or charter school operator's website, disaggregated by school. Materials used by the school to compile the information shall be retained for at three years after the information is posted on the internet. EC §221.9 defines "competitive athletics" as sports where the activity has coaches, a governing organization, and practices and competes during a defined season, and competition as its goal.

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

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

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

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

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

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

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

**EC §44691** – Requires school employees to complete annual online training in how to recognize and complete suspected child abuse and neglect.

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

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

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

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

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

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

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

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

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

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

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

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

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

**EC §48301 et seq.** - Interdistrict Transfers “District of Choice” (amended): Extended the program to July 1, 2016; prohibits a school district from rejecting the transfer of special needs and English learner pupils; no longer prohibits a governing board of a school district from electing to become a school district of choice



after August 24, 2007; sets limits on the number of pupils who transfer, as specified; requires an annual audit and reporting on requests for transfers, as specified.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

gathers only information that directly pertains to school safety or student safety.

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

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

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

**EC §49452.5** - Scoliosis Screening: for the 2014-2015 fiscal year the requirement that scoliosis screening be provided is suspended. Although screening may continue to be provided it will not be reimbursed. (Note: by August 2014, the Department of Finance should notify CDE whether the screening mandated will be suspended for the 2014-2015 school year.) EC §49452.5

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Additional Notifications

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

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

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

**EC §51225.1** - Districts are required to exempt a pupil in foster care, who transfers between schools any time after the completion of the students second year of high school, from all coursework and other local graduation requirements adopted by the governing board beyond the statewide coursework requirements, unless a finding is made that the pupil is reasonably able to complete the district's graduation requirements in time to graduate by the end of the pupil's fourth year in high school. Within 30 calendar days of the date a pupil transfers into a school, the district shall notify the pupil, the holder of educational rights, and the pupil's social worker, of the availability of the exemption and whether the pupil qualifies for the exemption. If the district determines the pupil in foster care is reasonably able to complete the district's graduation requirements within the pupil's fifth school year of high school, the district must: 1) inform the pupil of his/her option to remain in school for a fifth year to complete the district's graduation requirements; 2) inform the pupil and the holder of educational rights about how remaining in school for a fifth year will affect his/her

ability to gain admission to a university; 3) provide the pupil information about transfer opportunities available through the community colleges; and 4) permit the pupil to stay in school a fifth year to complete the school's graduation requirements upon agreement with the pupil (if 18) or the holder of educational rights.

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

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

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

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

## **An Important Message to All Parents/Guardians**

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

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

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

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

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

children, especially teenagers.

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

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

## INDEX

|   |    |
|---|----|
| 504 Plan.....   | 50 |
| Abandoned Newborn.....  | 36 |
| AIDS Prevention Education .....   | 53 |
| Additional Mandatory Notifications .....  | 55 |
| Administration of Medicine .....  | 51 |
| Alcohol, Tobacco, Drug Free Schools .....   | 53 |
| An Important Message to all Parents/Guardians .....                                   | 60 |
| Attendance/Absence Reporting and Truancy.....   | 29 |
| Board of Education.....   | 3  |
| California High School Exit Exam.....   | 20 |
| Child Abuse Reporting.....  | 42 |
| College Admission Requirements; Career and Technical Education .....                  | 14 |
| Communicable Diseases .....   | 51 |
| Comprehensive School Safety Plans.....  | 36 |
| Confidential Medical Service.....   | 52 |
| Continuing Medication.....  | 52 |
| Directory of School/Sites .....   | 7  |
| District Emergency Information Cards.....   | 48 |
| Dress Code .....  | 30 |
| Drug Education.....   | 53 |
| Electronic Network Obligations and Responsibilities/<br>Acceptable Use Agreement..... | 46 |
| English Language Learners .....   | 17 |
| Extra-Curricular Activities .....   | 15 |
| Family Life, Sex Education and Abstinence Education.....                              | 52 |
| FERPA .....   | 24 |
| Gifted and Talented Education (GATE) .....  | 17 |
| Graduation Requirements/Standards.....  | 13 |

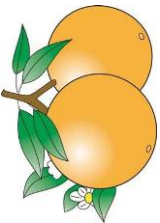
|  |    |
|--|----|
| Graffiti Implements.....                             | 35 |
| Grounds for Suspension and Expulsion.....            | 31 |
| Health Services and Health Related Instruction ..... | 50 |
| Help Your Child Succeed in School.....               | 12 |
| Homeless/Foster Care Youths.....                     | 16 |
| Human Reproduction.....                              | 52 |
| Imitation Firearm .....                              | 35 |
| Immunizations.....                                   | 50 |
| Index.....   | 61 |
| Instruction for Temporary Disabled.....              | 52 |
| Introduction .....                                   | 2  |
| Laser Pointers.....                                  | 35 |
| Mandatory Expulsion Recommendations .....            | 34 |
| Message From Our Superintendent.....                 | 4  |
| Middle School Promotion .....                        | 15 |
| Military Recruiter .....                             | 24 |
| Every Student Succeeds Act.....                      | 45 |
| Notice of Alternative Schools.....                   | 16 |
| Notifications to District by Law.....                | 35 |
| Notifications to Law Enforcement .....               | 36 |
| Nutrition Services.....                              | 53 |
| Opt out.....   | 25 |
| Parent Rights.....                                   | 11 |
| Personal Property .....                              | 21 |
| Pesticides .....                                     | 54 |
| Physical Examinations .....                          | 50 |
| Pupil Discipline .....                               | 31 |
| Pupil Insurance.....                                 | 21 |
| Pupil Records .....                                  | 22 |
| Pupil Rights and Responsibilities.....               | 10 |
| Pupil Testing.....                                   | 19 |
| Questioning/Releasing-Law Enforcement.....           | 36 |
| Release of Medical Information.....                  | 52 |
| Resuscitation Orders.....                            | 52 |
| Retention.....                                       | 15 |
| Reporting Student Misconduct to Teachers.....        | 36 |
| School Accountability Report Card.....               | 12 |
| Sexual Harassment .....                              | 42 |
| Special Education Programs .....                     | 49 |

|  |    |
|--|----|
| Table of Contents .....                  | 5  |
| Title IX Federal Regulations .....       | 45 |
| Transfers – Open Enrollment.....         | 26 |
| Transportation Bus/Regulations .....     | 36 |
| Transportation Fee Program .....         | 38 |
| Uniform Complaint Procedure.....         | 38 |
| Visitation/Parents Suspended Pupils..... | 35 |

## **Notes**



## Notes



**Orange Unified School District  
Office of Student and Community Services  
1401 N. Handy St.  
Orange, CA 92867**

**NON-PROFIT ORG.  
U.S. POSTAGE  
PAID  
ORANGE, CA  
PERMIT NO. 201**